Board of County Commissioners
Wakulla County, Florida
Agenda
Regular Public Meeting
Monday, June 4, 2012

Invocation

Pledge of Allegiance
Commissioner Brock

Approval of Agenda:
(The Chairman and members of the Board will approve and/or modify the official agenda at this time).

Public Hearing
(Public Hearings are held as required to receive public comments on matters of special importance or as prescribed by law. Public Hearings shall be heard at 5:00pm, or soon thereafter. Individual speakers are encouraged to adhere to a three (3) minute time limit. The Chairman has the discretion to either extend or reduce time limits, based on the number of speakers).

1. Request Board Approval to Conduct the Public Hearing and Consider Adopting an Ordinance Amending the Wakulla County Code Relating to Rates, Fees, and Charges for Sewer Services
   (Heather Encinosa, County Attorney)

2. Requesting Board Approval to Conduct the Public Hearing and Approval to Transmit Amendments to Policy 1.3.1 and Policy 1.3.6, and the Addition of Policy 1.3.7 and Policy 1.3.8 of the Infrastructure Element of the Comprehensive Plan Pertaining to Wakulla Springs Nitrogen Reduction Standards for Advanced Waste Water Treatment.
   (Luis Serna, Planning Director)

3. Requesting Board Approval to Conduct the Public Hearing and Consider a Text Amendment to Section 5-11 of the Land Development Code, Pertaining to the Threshold for Administrative Approval of Site Plans
   (Luis Serna, Planning Director)

4. Request Board Approval to Conduct the Public Hearing and Adopt Text Amendments to the Comprehensive Plan, Policy 13.1 of the Conservation Element, Pertaining to Restoration Activities within Karst Features
   (Luis Serna, Planning Director)

Awards and Presentations

(Members of the Board will have the opportunity to acknowledge members of the community or commendable efforts at this time. Presentations will be made from individuals concerning issue of importance).

Announcement Regarding Summer Programs at the Wakulla County Library – Scott Joyner

Announcement of June 5 Open House & June 6 Events regarding Crawfordville Town Plan and Big Bend Scenic Byway -- Commissioner Lynn Artz

Presentation Regarding Wakulla 2020 Advisory Committee Projects – John Shuff

Acknowledgement of First Responders Course Completion – Chief Morgan

(To ensure fairness and encourage participation, citizens who would like to speak on any item will need to fill out a speaker's card and turn in to Ms. Taff prior to the beginning of discussion on that particular item. Citizens are allowed a maximum of 3 minutes to speak.)

Citizens to be Heard

(Citizens will be heard between 6:30p.m. and 7:00p.m., or if the meeting concludes prior to 6:30p.m. or 7:00p.m. citizens will then be heard at the end of the meeting where applicable. Three (3) minute time limit; non-discussion by Commission; there shall be no debate and no action by the Commission).

Consent

(All items contained herein may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, either in writing prior to the meeting, or at the beginning of the meeting and it shall then be voted on individually. Every effort shall be made to provide such a request to the Chairman at least 24 hours before the meeting).

5. Approval of Minutes – May 21, 2012 Regular Board Meeting
(Brent X. Thurmond, Clerk of Court)

18. Approval of Minutes from the May 17, 2012 Wakulla Bike, Ped, and Blueways Facilities Master Plan Workshop
(Brent X. Thurmond, Clerk of Court)

6. Approval of Payment of Bills and Vouchers Submitted for May 17, 2012 – May 30, 2012
(Brent X. Thurmond, Clerk of Court)

7. Request Board Approval to Schedule and Advertise Public Hearings to Consider Land Development Code Revisions to Implement the Development Standards of the Crawfordville Town Plan
(Luis Serna, Planning Director)

8. Request Board to Advertise a Request for Proposal for Pre-event Debris Removal, Storage Sites and Monitoring
(Sheree Keeler, Grants Coordinator)

9. Requesting Board Approval of the Workforce *Plus* Interlocal Agreement
(Kimberly Moore, Workforce *plus* Director)

10. Request Board Approval to Advertise a Request for Qualifications for Professional Auditing Services
(Debbie Dubose, OMB Coordinator)

Consent Items Pulled for Discussion

(Members requesting further information on items placed under "Consent Agenda," may withdraw those items and place them here, for further discussion).

Planning and Zoning

(*Members will be provided with planning and zoning amendment requests five (5) business days prior to the scheduled meeting. To the maximum extent possible, all support information and documentation for P&Z items shall be made available through a variety of means including the County website that will provide the public with the greatest opportunity to review documentation at the date of advertisement pursuant to Resolution No. 04-43. "In accordance with Sec. 24.01 of County Code, for all quasi-judicial proceedings each Commission member must disclose all contact received from interested parties and/or thei representatives, lobbyists, or any other third parties concerning any application and any personal investigation or knowledge being relied upon during the consideration of any quasi-judicial planning and zoning matters".)+*

11. Change of Zoning Application R12-03 (Kenneth B. and Elizabeth J. Smith, owners; Robert Roddenberry, agent)
(Luis Serna, Planning Director)

General Business

(General Business items are items of a general nature that require Board directions or pertain to Board policy

12. Request Board Approval of Mosquito Control Grant Funding
(Pad Juarez, Health Department Director)

13. Update to the Board Regarding the FY2012/2013 Budget
(Timothy Barden, Deputy County Administrator) **ITEM HAS BEEN PULLED FROM AGENDA**

14. Request Board Approval to Donate Surplus Fire Apparatus to Tallahassee Chapter of Guardians of the Ribbon Organization, Inc.
(Michael Morgan, Fire Chief)

15. Requesting Board Approval of FY2011-12 Mid-Year Budget Adjustment
(Timothy Barden, Deputy County Administrator) **TABLED TO THE JUNE 18TH BOCC MEETING**

Commissioner Agenda Items

(Items with supporting documentation shall be provided by a Commissioner to the County Administrator three (3) business days prior to the scheduled meeting. Items that are agendaed by Commissioners and fail to gain approval may not be replaced on the agenda by a Commissioner on the non-prevailing side for a period of six (6) months without approval of the Chairman unless there is substantive new information to present).

16. Commissioner Stewart
    a. Moving Rumble Strips on Rehwinkle Rd.

17. Commissioner Artz
    a. Survey for Wakulla Gardens Unit 1

County Attorney

(County Attorney items are items of a legal nature that require Board direction or represent general information to Board Members, staff or the public).

County Administrator

(County Administrator items are items that require Board direction or represent general information to Board Members, staff or the public).

Discussion Issues by Commissioners

(The purpose of this section is for Commissioners to request staff action on various issues, including scheduling of a future agenda item for later Board action, based on the approval of a majority of the Board. No assignments or request for agenda items shall be given to the County Administrator or County Attorney without the express approval of the majority of the Board. The Board shall take no policy action without an agenda item unless such is accomplished through a unanimous vote of the Board. The remarks of each Commissioner during his or her "discussion items" shall adhere to Robert Rules of Order, for proper decorum and civility as enforced by the Chairman.

Adjourn

(Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the members of the Commission present at the meeting).

The next Board of County Commissioners Meeting is scheduled for
Monday, June 18, 2012 at 5:00p.m.

Regular Board Meeting and Holiday Schedule
January 2012 – December 2012

January 2012

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
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29	30	31				

February 2012

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March 2012

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April 2012

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May 2012

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June 2012

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July 2012

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August 2012

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September 2012

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October 2012

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November 2012

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December 2012

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30	31					

Regular Board Meeting
Special Meeting
Holiday
Workshops

PUBLIC NOTICE

2011/2012 Tentative Schedule

All Workshops, Meetings, and Public Hearings are subject to change

All sessions are held in the Commission Chambers, 29 Arran Road, Suite 101, Crawfordville, FL.
Workshops are scheduled as needed.

Month	Day	Time	Meeting Type
June 2012	Monday, 4	5:00 P.M.	Regular Board Meeting
	Monday, 11	7:00 P.M.	Planning Commission Meeting
	Monday, 18	5:00 P.M.	Regular Board Meeting
	Tuesday, 26		Workshops: • To Discuss the Airport Master Plan (2:00 P.M. – 4:00 P.M.) • To Discuss Public Works Budget and 5 Year Plan Pertaining to Roads, Water, and Sewer Collection (5:00 P.M. – 7:00 P.M.)
	Thursday, 28		Workshops: • To Discuss EMS and Fire Budget, and 5 Year Plan 4:00 P.M. – 5:00 P.M • 2nd Budget Development Workshop (5:00 P.M. - 7:00 P.M.)
July 2011	Monday, 9	7:00 P.M.	Planning Commission Meeting
	Wednesday, 11	5:30 P.M.	Code Enforcement Meeting
	Thursday, 12	5:00 P.M. – 7:00 P.M.	Workshop to Allow Public Discussion Regarding the Wakulla Gardens Roadway Improvements Assessment – ***(To Be Held at the Wakulla County Community Center, 318 Trice Ln.)***
	Monday, 16	5:00 P.M.	Regular Board Meeting

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 18, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Heather Encinosa, County Attorney
Subject:	Request Board Approval to Conduct the Public Hearing and Adopt the Proposed Ordinance Amending Sections 31.037, 31.038, 31.040. 31.041, 31.042, 31.043, and 31.046 of the Wakulla County Code, and to Adopt the Proposed Resolution Relating to Rates, Fees, and Charges for Sewer Services

Statement of Issue:
This agenda item requests Board approval to conduct the public hearing and adopt the Proposed Ordinance amending Sections 31.037, 31.038, 31.040. 31.041, 31.042, 31.043, and 31.046 of the Wakulla County Code, and approval to adopt the proposed Resolution Relating to Rates, Fees, and Charges for Sewer Services.

Background:
The County's current Comprehensive Sewer Ordinance contains specific direction for rates, fees, and charges, to be established by resolution; however, it contains internally inconsistent language whereby it then establishes those rates, fees, and charges in the code, rather than by resolution.

At the April 16, 2012 Board Meeting, the Board directed staff to amend Sections 31.037, 31.038, 31.040, 31.041, 31.042, 31.043, and 31.046 of the Wakulla County Code relating to rates, fees, and charges for sewer services. In addition, the Board approved staff to schedule and advertise a public hearing to consider such revisions. This public hearing was advertised in the May 24, 2012 edition of The Wakulla News.

Analysis:
The proposed ordinance (Attachment #1) will amend Sections 31.037, 31.038, 31.040. 31.041, 31.042, 31.043, and 31.046 of the Wakulla County Code Relating to Rates, Fees, and Charges for Sewer Services to provide for all rates, fees, and charges to be established by the proposed Resolution.

The proposed Resolution (Attachment #2) provides a comprehensive sewer tariff.
The rates, fees, and charges included in the proposed resolution have not been changed from the County's current rates, fees, and charges with the exception of the disposal rate for septic system

wastewater disposal which has been established at a rate of $0.07 per gallon with a one-time $1,000 deposit.

Budgetary Impact:

The budgetary impact with adopting the proposed Ordinance will be to update the County Code through Municode which is $19.50 per page.

Options:

1. Approve to Conduct the Public Hearing and Adopt the Proposed Ordinance Amending Sections 31.037, 31.038, 31.040. 31.041, 31.042, 31.043, and 31.046 of the Wakulla County Code, and Adopt the Proposed Resolution Relating to Rates, Fees, and Charges for Sewer Services.
2. Do Not Approve to Conduct the Public Hearing and Do Not Adopt the Proposed Ordinance Amending Sections 31.037, 31.038, 31.040. 31.041, 31.042, 31.043, and 31.046 of the Wakulla County Code, and Do Not Adopt the Proposed Resolution Relating to Rates, Fees, and Charges for Sewer Services.
3. Board Direction.

Recommendation:

Option #1

Attachment(s):

1. Proposed Ordinance
2. Proposed Resolution

ORDINANCE NO. _____

AN ORDINANCE OF THE WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO RATES, FEES, AND CHARGES FOR SEWER SERVICE; AMENDING SECTIONS 31.037, 31.038, 31.040. 31.041, 31.042, 31.043, AND 31.046 OF THE WAKULLA COUNTY CODE RELATING TO RATES, FEES, AND CHARGES FOR SEWER SERVICE; PROVIDING CERTAIN FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on or about April 21, 2009 the Board of County Commissioners enacted Ordinance No. 2009-09, the Wakulla County Comprehensive Sewer Ordinance, which established a consistent set of guidelines for the provision and extension of sewer service within the County; and

WHEREAS, Ordinance No. 2009-09 has been codified in Chapter 31, Article II of the Wakulla County Code of Ordinances;

WHEREAS, Sections 31.037, 31.038, 31.040, 31.041, 31.042, 31.043 and 31.046 of the Wakulla County Code provide for certain rates, fees, and charges for the County's sewer system; and

WHEREAS, current authority exists to establish these rates, fees, and charges by resolution rather than through an ordinance adoption process; and

WHEREAS, sewer treatment and disposal capacity is costly to provide and the County's continued ability to provide this necessary service is dependent on the collection of sufficient rates, fees, and charges; and

WHEREAS, the County Commission has determined that it is in the best interests of the health, safety, and welfare of the citizens of Wakulla County to amend

the Chapter 31, Article II of the Wakulla County Code of Ordinances to clarify the means of adopting rates, fees, and charges for sewer service.

NOW, THEREFORE, BE IT ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA, that:

SECTION 1. FINDINGS. The foregoing recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. AMENDMENT OF SECTION 31.037. Section 31.037 of the Wakulla County Code of Ordinances concerning Purpose; Policy is hereby amended to read as follows:

Sec. 31.037. - Purpose; policy.

The purpose of this division is to set forth uniform requirements for payment of sewer services rendered to any new or existing structure within the service territory of the county. The provisions of this division shall be applicable to any structure that is served by the county sewer system. The various charges ~~established~~ authorized by this division are capacity reservation charges, connection and meter installation fees, deposits for services, ~~and~~ monthly user fees, and other rates, fees, and charges for sewer facilities and services.

[underline indicates additions; ~~strikethrough~~ indicates deletions]

SECTION 3. AMENDMENT OF SECTION 31.038. Section 31.038 of the Wakulla County Code of Ordinances concerning Capacity Reservation Fees Prior to Connection is hereby amended to read as follows:

Sec. 31.038. - Capacity reservation fees prior to connection.

All new or expanding service connections require payment of the appropriate capacity reservation fees ~~established~~ authorized in this division prior to such connection or expansion being made. Capacity reservation fees shall be imposed on every service, new or existing, in areas served by the sewer system.

[underline indicates additions; ~~strikethrough~~ indicates deletions]

SECTION 4. AMENDMENT OF SECTION 31.040. Section 31.040 of the Wakulla County Code of Ordinances concerning Charges is hereby amended to read as follows:

Sec. 31.040. Charges.

(a) *Tap in fees.*

~~(1)~~ All charges for connection to the county's sewage system shall be paid in advance by the user in amounts set by resolution of the board of county commissioners.

~~(2) For situations where the connection distance is greater than 50 feet, an additional cost of $6.00 per linear foot, or such other amount to be set by resolution, will be charged by the county to the user.~~

(b) *Wastewater capital facilities charges.*

(1) Each applicant for sewer service shall pay the county a wastewater capital facilities charge, where no wastewater capital facilities charge was paid prior to the issuance of a building permit. In the event a prior capital facilities charge was paid, applicant only pays the difference in prior size and new water meter size. This charge is prescribed for various categories of consumers as follows:

a. For residential and commercial consumers, the wastewater capital facilities charge shall be based on the size and type of the water meter installed according to the fee schedule ~~set forth in this subsection~~ adopted by resolution of the board of county commissioners. ~~The following schedule of charges shall apply to all properties connected to the county sewer system:~~

~~Water Meter~~		~~Maximum Continuous Flow Rate~~	~~Equivalent Residential Connection~~	~~Connection Fees~~		
~~Size (inches)~~	~~Type~~			~~*Treatment Facilities*~~	~~*Connection Facilities*~~	~~*Total*~~
		~~(gpm)~~	~~(ERC)~~	~~Component~~	~~Component~~	~~Fee~~
~~⅝ × ¾~~	~~Positive displacement~~	~~10~~	~~1.0~~	~~$2,567.00~~	~~$1,283.00~~	~~$3,850.00~~
~~1~~	~~Positive displacement~~	~~25~~	~~2.5~~	~~$6,418.00~~	~~$3,208.00~~	~~$9,625.00~~
~~1½~~	~~Positive displacement~~	~~50~~	~~5.0~~	~~$12,835.00~~	~~$6,415.00~~	~~$19,250.00~~
~~2~~	~~Positive displacement~~	~~80~~	~~8.0~~	~~$20,536.00~~	~~$10,264.00~~	~~$30,800.00~~
~~3~~	~~Compound~~	~~160~~	~~16.0~~	~~$41,072.00~~	~~$20,528.00~~	~~$61,600.00~~
~~3~~	~~Turbine~~	~~350~~	~~35.0~~	~~$89,845.00~~	~~$44,905.00~~	~~$134,750.00~~
~~4~~	~~Compound~~	~~250~~	~~25.0~~	~~$64,175.00~~	~~$32,075.00~~	~~$96,250.00~~

~~4~~	~~Turbine~~	~~1,000~~	~~100.0~~	~~$256,700.00~~	~~$128,300.00~~	~~$385,000.00~~
~~6~~	~~Compound~~	~~500~~	~~50.0~~	~~$128,350.00~~	~~$64,150.00~~	~~$192,500.00~~
~~6~~	~~Turbine~~	~~2,000~~	~~200.0~~	~~$513,400.00~~	~~$256,600.00~~	~~$770,000.00~~

b. Water meter size and type shall be determined by county public services staff.

(2) ~~Notwithstanding the provisions of subsection (b)(1) above, the owner of each lot or parcel of land within the county who receives written notification in accordance with section 31.023(1)a, informing them of their obligation to mandatorily connect to the county's central sewer system within 365 days, shall pay the following reduced connection fees:~~

~~a.~~

~~25 percent of the applicable connection fees set forth in subsection (b)(1) above if they apply to connect to the county's central sewer system no later than January 1, 2011; or~~

~~b.~~

~~50 percent of the applicable connection fees set forth in subsection (b)(1) above if they apply to connect to the county's central sewer system no later than April 1, 2011; or~~

~~c.~~

~~75 percent of the applicable connection fees set forth in subsection (b)(1) above if they apply to connect to the county's central sewer system no later than July 1, 2011.~~

~~(3) In accordance with section 31.023(1)a, a~~All applicable connection fees shall be paid at the time of application for connection to the county's central sewer system.

[underline indicates additions; ~~strikethrough~~ indicates deletions]

SECTION 5. AMENDMENT OF SECTION 31.041. Section 31.041 of the Wakulla County Code of Ordinances concerning Monthly Rates is hereby amended to read as follows:

Sec. 31.041 Monthly rates.

(a) All users of the sewer system shall pay a monthly rate set by resolution of the board of county commissioners ~~and shall be adjusted annually based upon the annual consumer price index~~.

~~(1) The monthly sewer rate shall be as follows:~~

~~a.~~

~~Each residential user shall pay a base rate of $19.00 per month, plus $2.53 per 1,000 gallons for all water usage over 2,000 gallons per month.~~

~~b.~~

~~Commercial I users shall pay a base rate of $28.50 per month, plus $2.53 per 1,000 gallons. Commercial I users shall be defined as a commercial business who uses less than 12,000 gallons per month.~~

~~c.~~

~~Commercial II users shall pay a base rate of $57.00 per month, plus $2.53 per 1,000 gallons. Commercial II users shall be defined as a commercial business who uses more than 12,000 gallons per month. Commercial II users which discharge a wastestream stronger than 350 mg/l BOC and/or 350 mg/TSS shall be subject to an additional surcharge.~~

(2) The monthly meter reading is to be conducted by the water service provider.

(3) All users of the sewer system shall be required to sign a meter release form authorizing the water company provider to release the monthly water meter readings to the county. Residential customers who fail to sign the release form shall be billed a monthly rate of $100.00 until such time as the release is received by the county. Commercial customers who fail to sign and return the release form shall be billed a monthly rate of $250.00 until such time as the release is received by the county.

(b) Residential rates. Residential rates shall be based on an average of the water usage during the months of December, January, and February. This average shall be determined for each individual residential user of the sewer system.

(c) A new residential user, who has not established an average for the months of December, January, and February shall be charged actual metered water use; however in recognition that all metered water does not enter into the sewer system, the county shall establish a yearly sewer usage cap for new residential users. The cap shall be 150 percent of the average yearly water usage for all sewer customers as provided by the respective water systems within the county and re-assessed annually. In no case shall a residential sewer user pay less than the minimum sewer rate set by resolution of the board.

(d) Commercial and industrial users shall pay the greater of either the minimum rate set by resolution or the actual metered use. ~~Monthly sewer charges will be determined as shown in the following examples:~~

~~Wastewater Rates~~		
~~Category of Rates~~	~~Rates~~	
	~~(Phased rate increase implementation 2009 through 2011)~~	

~~Residential (Average monthly bill 6,000 gallons, with three-year implementation and estimated annual 2.7 percent CPI increase)~~		~~Oct. 1, 2009~~	~~2010~~	~~2011~~
			~~2.7% CPI~~	~~2.7% CPI~~
	~~Average usage in 1,000 gallons~~	~~6,000~~	~~6,000~~	~~6,000~~
	~~Base facility charge~~	~~$19.00~~	~~$23.11~~	~~$27.73~~
	~~First 6,000 gallons~~	~~4 x $2.53~~	~~4 x $3.20~~	~~4 x $4.16~~
~~Total~~		~~$29.12~~	~~$35.91~~	~~$44.37~~
~~Commercial I~~		~~Oct. 1, 2009~~	~~2010~~	~~*2011*~~
	~~Average usage in 1,000 gallons~~	~~10,000~~	~~10,000~~	~~10,000~~
	~~Base facility charge~~	~~$28.50~~	~~$34.67~~	~~$41.60~~
	~~First 10,000 gals~~	~~10 x $2.53~~	~~10 x$3.20~~	~~10 x $4.16~~
~~Total~~		~~$53.80~~	~~$66.67~~	~~$83.20~~
~~Commercial II~~		~~Oct. 1, 2009~~	~~2010~~	~~2011~~
	~~Average usage in 1,000 gallons~~	~~35,000~~	~~35,000~~	~~35,000~~
	~~Minimum bill~~	~~$57.00~~	~~$69.33~~	~~$83.19~~
	~~First 35,000 gallons~~	~~35 x $2.53~~	~~35 x $3.20~~	~~35 x $4.16~~
~~Total~~		~~$145.55~~	~~$181.33~~	~~$228.79~~

(e) *Surcharges.* Surcharges shall be applied where the BOD, COD or suspended solids are found to exceed 350 mg/l on any grab sample conducted during any billable cycle for the following:

(1) Excess CBOD or excess COD: $1.80 per pound.

(2) Excess total suspended solids: $0.80 per pound.

(f) *Tax adjustments.* The rates and charges set forth in this section shall be subject to proportional increases to compensate for any applicable new taxes or increases in existing taxes which may hereinafter be imposed by any state or federal taxing body.

[underline indicates additions; ~~strikethrough~~ indicates deletions]

SECTION 6. AMENDMENT OF SECTION 31.042. Section 31.042 of the Wakulla County Code of Ordinances concerning Deposits Fees for Sewer is hereby amended to read as follows:

Sec. 31.042. - Deposits fees for sewer.

(a) The board may, by resolution, set forth deposit requirements for establishing sewer service.

~~(1)All new residential customers shall pay a $50.00 deposit.~~

~~(2)All new nonresidential customers shall pay a $200.00 deposit.~~

~~(3)~~(b) All users on a private well shall pay said deposit at the time of connection to the County sewer system.~~installation of a water meter at the time of installation of the meter~~.

~~(4)~~(c) Users who have service discontinued ~~at the time of the installation of the meter~~ shall be considered new customers when service is reinstated.

[underline indicates additions; ~~strikethrough~~ indicates deletions]

SECTION 7. AMENDMENT OF SECTION 31.043. Section 31.043 of the Wakulla County Code of Ordinances concerning Delinquent Charges is hereby amended to read as follows:

Sec. 31.043. Delinquent Charges. The board may, by resolution, set forth delinquent fees for sewer bills and all policies necessary to measure and collect for sewer services.

(1) ~~Should a customer become delinquent in the payment of the monthly sewer bill, a $5.00 late fee will be applied each month to the unpaid balance.~~

~~(2)~~ When an account has been delinquent for 30 days, the sewer service shall be discontinued by the water system provider by turning off the water meter and notifying the account holder.

(~~3~~2) When a user is the owner of the property and has paid a deposit and the bill for sewer service becomes delinquent for 60 days, the deposit shall be applied to the unpaid balance. After 90 days, a lien may be placed on the property for the unpaid bill, plus any late charges.

(~~4~~3) When the user is the owner of the property and was not required to pay a deposit, and the bill becomes delinquent for 60 days, a lien may be placed on the property for the unpaid balance, plus any additional late charges or other fees required to satisfy the lien.

(~~5~~4) When the user is a renter of the property, the user shall be required to pay a ~~$50.00~~ deposit which shall be applied to the balance when the bill becomes delinquent for 60 days.

(~~6~~5) Should renter vacate property and a balance is owed on the account, the ~~$50.00~~ deposit shall be applied to the account. If there is a balance remaining, it shall be sent to the county for collection. A lien shall not be placed on the property.

(~~7~~6) When sewer service has been terminated for nonpayment, there will be a ~~$50.00~~ reinstatement fee plus the required deposit ~~set forth above~~as established by resolution of the board.

(~~8~~7) No service free. No sewage disposal service shall be furnished or rendered free of charge to any person, firm or corporation whatsoever, and the county and each and every agency, department or entity which uses the service shall pay therefor at the rates fixed by this division.

(~~9~~) ~~Collection of sewer fees where owner has private water supply. Where sewage disposal fees are not paid in accordance with provisions outlined above, in those instances where the owner has his own private water supply, the county shall have the right to cut off the water supply to the plumbing system and the owner shall have no right to reconnect his private water supply until the sewage disposal fees are paid in full. Any violation of this provision by reconnecting the private water supply, until the sewage disposal fees are paid in full, shall be considered a violation of this article and subject to the penalties herein provided.~~

[underline indicates additions; ~~strikethrough~~ indicates deletions]

SECTION 8. AMENDMENT OF SECTION 31.046. Section 31.046 of the Wakulla County Code of Ordinances concerning Sewer Connection Fees is hereby amended to read as follows:

Sec. 31.046. - Sewer connection fees.

(a) Charges for providing and approving new connections to the sewer system are imposed only when a sewer line extension is necessary to connect to the sewer system. The charges ~~are as follows, and~~ are in addition to capacity reservation fees and shall be established by resolution of the board.: ~~costs plus ten percent.~~

(b) All installations must be performed to the county's required specifications as stated in this article and the county Land Development Regulations, as adopted by the BOCC.

[underline indicates additions; ~~strikethrough~~ indicates deletions]

SECTION 9. APPLICABILITY. Except as modified, supplemented and amended herein, the provisions of Chapter 31, Article II of the Wakulla County Code of Ordinances shall remain in full force and effect.

SECTION 10. SEVERABILITY. If any clause, section or provision of this Ordinance shall be declared unconstitutional or invalid for any reason or cause, the

remaining portion of said Ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 11. EFFECTIVE DATE. A certified copy of this Ordinance shall be filed in the Department of State within ten (10) days after enactment by the Board and the Ordinance shall take effect as provided by law.

PASSED AND DULY ADOPTED this _____ day of _____, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA

By:_____
ALAN BROCK, Chair

ATTEST:

_____
BRENT X. THURMOND, Ex Officio
Clerk to the Board

APPROVED AS TO FORM:

_____
Heather Encinosa, Esq.
County Attorney

RESOLUTION NO. 2012-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA, ADOPTING RATES, FEES, AND CHARGES FOR SEWER SERVICE; REPEALING RESOLUTION 2000-5; PROVIDING DEFINITIONS; PROVIDING FINDINGS; PROVIDING FOR AUTOMATIC INDEX RATE ADJUSTMENT; PROVIDING THAT UNPAID FEES CONSTITUTE LIENS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA, THAT:

SECTION 1. REPEAL OF WAKULLA COUNTY RESOLUTION 2000-5. The Board of County Commissioners of Wakulla County, Florida, hereby repeals Wakulla County Resolution 2000-5 in its entirety.

SECTION 2. AUTHORITY. This Resolution is adopted pursuant to the provisions of Chapter 31, Article II of the Wakulla County Code of Ordinances.

SECTION 3. PURPOSE.

(A) This Resolution constitutes the Wakulla County Sewer System Rate Resolution.

(B) The purpose of this Resolution is to re-establish the rates and charges for the use of the services, facilities and products of the Wakulla County Sewer System, which shall continue as of the date of this Resolution.

(C) This Resolution is intended to be used in conjunction with, and as supplemental to, Chapter 31 of the Wakulla County Code of Ordinances and any operating policies and procedures, utility standards and other resolutions or regulations of the Board as they may be adopted and amended from time to time and apply to all lands within the Wakulla County Sewer System.

SECTION 4. DEFINITIONS.

(A) Unless the context requires otherwise, words imparting the singular number, include the plural and vice versa. As used in this Resolution the following terms shall have the following meanings, unless the context otherwise requires; capitalized terms not defined herein shall have the meaning ascribed to them in Chapter 31 of the Wakulla County Code of Ordinances:

“Commercial I” shall mean a Commercial Customer who uses 12,000 gallons or less of water per month.

“Commercial II” shall mean a Commercial Customer who uses more than 12,000 gallons per month.

“Delinquent Account” shall mean an account that remains unpaid after the due date stated on the monthly account statement.

"Owner" shall mean the Person, or duly authorized representative thereof, holding legal title to any premises which is, or is about to be supplied with utility services supplied by the Board.

"Person" shall mean an individual, a corporation, a partnership, an incorporated association, trust or any other legal entity.

“Wakulla County Sewer System” or “Sewer System” is comprised of all facilities, pipes, Sewage Treatment Plants and other Sewerage Works or components owned or controlled by Wakulla County and used to provide for the collection, treatment, and disposal of wastewater in Wakulla County.

SECTION 5. FINDINGS.

(A) The rates and charges approved herein provide and assure that necessary monies which, with other funds available for such purposes, should be sufficient at all times to pay for the expense of operating, managing, expanding, improving, and maintaining the Sewer System, and other required reserves and costs.

(B) The current rates were adopted by ordinance at a public hearing held on April 21, 2009, as part of Wakulla County Ordinance 2009-09. In addition, this Resolution shall be considered at a public hearing, for which notice was published in a newspaper of general circulation within the County.

(C) Ordinance 2009-09 required that the monthly user rates be adjusted annually by the Consumer Price Index, which such requirement is now incorporated herein.

(D) The rates approved in this Resolution do not constitute an increase in the previously approved Sewer rates, but instead equal the previous rates as adjusted by the Consumer Price Index. Such rates shall remain in effect as of the effective date of this Resolution.

(E) The rates and charges approved in this Resolution are fair, reasonable, and non-discriminatory. Furthermore, such rates and charges are just, equitable, uniform, and reasonably related to the purpose for which they are imposed.

(F) The Board is authorized to acquire, develop and maintain a safe, reliable and financially self-supporting Sewer System, which will meet the needs of the Board's Customers. This Resolution accomplishes or promotes the ability to accomplish such goals in a fiscally responsible manner and in a manner consistent with Chapter 31 of the Wakulla County Code of Ordinances.

SECTION 6. TAP-IN FEES. As authorized by Section 31.040(a) of the Wakulla County Code of Ordinances, tap-in fees shall be paid to the Wakulla County Building Department for tapping into the County Sewer System in the amounts required by this Section. Such fees shall be paid prior to the issuance of a building permit. In the event the required tap-in fee is not collected at the time of issuance of a building permit, the fee shall be paid no later than the time of application for connection to the County's Sewer System.

(A) Where the water meter size is less than or equal to three-fourths of an inch (3/4"), a tap-in fee of $1,000 shall be required for tapping in along a paved road, or $750 for tapping in along an unpaved road. An additional $100 shall be charged for each one-fourth inch (1/4") increment in meter size above three-fourths of an inch (3/4").

(B) Where the connection distance from a Customer's property to the County Sewer System is greater than 50 feet, the Customer shall pay an additional tap-in fee of $6.00 per linear foot.

(C) Customers shall be responsible for any actual costs incurred in the event it is necessary to utilize a trenchless connection.

SECTION 7. SEWER CONNECTION FEES. As authorized by Section 31.040(b) of the Wakulla County Code of Ordinances, the following schedule of charges shall apply to all properties to be connected to the Wakulla County Sewer System. Sewer connection fees shall be paid at the time of issuance of a building permit. In the event the required connection fee is not collected at the time of issuance of a building permit, the fee shall be paid at the time of application for connection to the County's Sewer System.

Water Meter		Maximum Continuous Flow Rate	Equivalent Residential Connection	*Treatment Facilities*	*Connection Facilities*	*Total*
Size (inches)	Type					
		(gpm)	(ERC)	Component	Component	Fee
⅝ × ¾	Positive displacement	10	1.0	$2,567.00	$1,283.00	$3,850.00
1	Positive displacement	25	2.5	$6,418.00	$3,208.00	$9,625.00
1½	Positive displacement	50	5.0	$12,835.00	$6,415.00	$19,250.00

2	Positive displacement	80	8.0	$20,536.00	$10,264.00	$30,800.00
3	Compound	160	16.0	$41,072.00	$20,528.00	$61,600.00
3	Turbine	350	35.0	$89,845.00	$44,905.00	$134,750.00
4	Compound	250	25.0	$64,175.00	$32,075.00	$96,250.00
4	Turbine	1,000	100.0	$256,700.00	$128,300.00	$385,000.00
6	Compound	500	50.0	$128,350.00	$64,150.00	$192,500.00
6	Turbine	2,000	200.0	$513,400.00	$256,600.00	$770,000.00

SECTION 8. MONTHLY USER RATES. As authorized in Section 31. 041, Wakulla County Code of Ordinances, the following monthly rates and surcharges are hereby established and re-imposed:

(A) All Customers of the Sewer System shall pay a monthly user rate as follows:

(1) Each Residential Customer shall pay a base rate of $27.73 for the first 2,000 gallons per month plus $4.16 per 1,000 gallons for all water usage over 2,000 gallons per month.

(2) Commercial I Customers shall pay a base rate of $41.60 per month, plus $4.16 per 1,000 gallons.

(3) Commercial II Customers shall pay a base rate of $83.19 per month, plus $4.16 per 1,000 gallons. Commercial II users which discharge a waste stream stronger than 350 mg/l BOC and/or 350 mg/TSS shall be subject to an additional surcharge.

(4) Residential Customers failing to authorize the water company to release monthly water readings to the County shall be billed a monthly rate of $100 until such time as a release is received by the County. Commercial Customers who fail to sign and return a release shall be billed a monthly rate of $250 until such time as a release is received by the County.

(B) Monthly user rates will be determined as shown in the following examples:

Wastewater Rates		
Category of Rates		FY2011-12
Residential	Average usage in 1,000 gallons	6,000
	Base facility charge	$27.73
	6,000 gallons (at $4.16 per 1,000 gallons over 2,000)	4 x $4.16
Total		$44.37

Commercial I	Average usage in 1,000 gallons	10,000
	Base facility charge	$41.60
	10,000 gallons (at $4.16 per 1,000 gallons)	10 x $4.16
Total		$83.20
Commercial II	Average usage in 1,000 gallons	35,000
	Base facility charge	$83.19
	35,000 gallons(at $4.16 per 1,000 gallons)	35 x $4.16
Total		$228.79

(C) Surcharges shall be applied where the BOC, COD or suspended solids are found to exceed 350 mg/l on any grab sample conducted during any billable cycle for the following:

(1) Excess BOC or excess COD: $1.80 per pound.

(2) Excess total suspended solids: $0.80 per pound.

SECTION 9. DEPOSIT FEES FOR SEWER. As authorized in Section 31.042, Wakulla County Code of Ordinances, all new Customers of the Wakulla County Sewer System shall pay the following deposits prior to issuance of a certificate of occupancy:

(A) New Residential Customers, including tenants of Residential Rental Property, shall pay a $50.00 deposit.

(B) New Commercial Customers, including tenants of Commercial Rental Property, shall pay a $200.00 deposit.

SECTION 10. SEPTIC SYSTEM HAULER DUMP FEE AND DEPOSIT. A person or entity licensed as a registered septic tank contractor under Chapter 64E-6, Florida Administrative Code, to pump septic systems may dispose of wastewater pumped from a septic system at the Wakulla County Sewage Treatment Plant upon payment of the following fees and deposits and after agreeing to comply with the County's requirements for septic system wastewater disposal:

(A) A disposal fee of $0.07 per gallon of wastewater disposed of at the Sewage Treatment Plant.

(B) A one-time deposit of $1,000 per contractor prior to the first time the contractor disposes of any wastewater at the Wakulla County Sewage Treatment Plant.

SECTION 11. DELINQUENT ACCOUNT CHARGES. As authorized in Section 31.043, Wakulla County Code of Ordinances, the following charges shall apply to Delinquent Accounts:

(A) A $5.00 late fee will be applied each month to the unpaid balance.

(B) In the event sewer service is terminated for nonpayment, the Customer shall pay a $50.00 reinstatement fee plus any unpaid balance and the required deposit in order for service to be re-established.

SECTION 12. PRICE INDEX RATE ADJUSTMENT.

(A) The Board previously provided by ordinance for periodic automatic indexing of the monthly user rates which shall be applied to the schedule of rates for the Wakulla County Sewer System.

(B) Effective with bills rendered on and after October 1, 2012 and each year thereafter, an automatic increase in the monthly user rates for Residential and Commercial Customers and the per gallon fee for septic system hauler wastewater disposal established by this Resolution may be applied to such rates and fees which are in effect immediately prior to the effective date of each annual increase. The annual index adjustment shall be equal to the annual change in the "U.S. Bureau of Labor Statistics, Consumer Price Index-All Urban Consumers, U.S. City Average, Services" for the month of April immediately preceding the October 1 adjustment date.

(C) With respect to any bulk sewer purchases from others and regulatory rates that are applicable to the Wakulla County Sewer System, any increase or decrease in the costs of such purchases or fees charged the County may result in an automatic adjustment to such applicable rates and in such an event will be passed through to the Customer in the following month after such adjustment, in an amount equal to such increase or decrease in such costs as billed or charged by others.

(D) The application of the automatic annual rate index adjustment will be presented to the Board annually as part of the budgetary process and may be implemented without additional public hearing, prior authorization or further approval by the Board. If the application of any automatic annual rate adjustment results in a change in rates of five percent (5%) or greater, such adjustment shall first require Board approval prior to implementation. In no event will the automatic annul rate adjustment be less than zero percent (0%). Any pass through adjustment pursuant to Section 5(C) above, shall be presented for Board approval as soon as applicable upon receipt of notification and shall be in addition to any automatic annual rate index adjustment.

SECTION 13. UNPAID FEES TO CONSTITUTE LIEN.

In the event that the fees, rates or charges for the services and facilities of the Sewer System are not paid as and when due; any unpaid balance thereof and all

interest accruing thereon shall be a lien on any parcel or property affected thereby. Such liens shall be equal in rank and dignity with the liens by all state, county, district or municipal taxes and non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other prior liens, mortgages, titles, and claims, until paid. The Board shall have the right to foreclose and collect said lien in the manner provided by law for the foreclosure of mortgages on real property or any other lawful means and appoint or retain an agent to institute such foreclosure and collection proceedings.

SECTION 14. UNLAWFUL CONNECTION PROHIBITED.

No Person shall be allowed to connect into any Wakulla County Sewer System wastewater line owned by the County without the written consent of the County, and then the connection with such line shall be made only under the direction and supervision of the County. Any Person, including, but not limited to, an Owner, Customer or plumber who shall make any connection without such consent of the County shall be subject to criminal prosecution and civil damages.

SECTION 15. OWNER OF PREMISES RESPONSIBLE FOR ALL ACTS.

Every Owner will be held fully responsible and liable by and to the County for all that is done or omitted on, in or about the premises by any agent or Customer or other Persons not in the employ of the County, who may gain access thereto.

SECTION 16. APPLICABILITY.

This Resolution shall be applicable to all lands supplied with utility service by the County within the Wakulla County Sewer System, Wakulla County, Florida.

SECTION 17. SEVERABILITY AND EFFECTIVE DATE.

(A) If any phrase or portion or part of this Resolution is found to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion.

(B) This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND DULY ADOPTED at the meeting of the Board of County Commissioners of Wakulla County, Florida on the _____ day of _____, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA

By:_____
E. ALAN BROCK, Chair

ATTEST:

_____
BRENT X. THURMOND, Ex Officio
Clerk to the Board

APPROVED AS TO FORM:

_____
Heather Encinosa, Esq.
County Attorney

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 18, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Luis N. Serna, Planning and Community Development Director
Subject:	Requesting Board Approval to Conduct the Public Hearing and Approval to Transmit Amendments to Policy 1.3.1 and Policy 1.3.6, and the Addition of Policy 1.3.7 and Policy 1.3.8 of the Infrastructure Element of the Comprehensive Plan Pertaining to Wakulla Springs Nitrogen Reduction Standards for Advanced Waste Water Treatment.

Statement of Issue:
This agenda item requesting Board approval to conduct the Public Hearing and approval to transmit Amendments to Policy 1.3.1 and Policy 1.3.6, and the addition of Policy 1.3.7 and Policy 1.3.8 of the Infrastructure Element of the Comprehensive Plan Pertaining to Wakulla Springs Nitrogen Reduction Standards for Advanced Waste Water Treatment.

Background:
At the January 24, 2012 BOCC meeting, the Board directed staff to work with the Wakulla County Health Department to revise the County's existing septic tank regulations that are contained in the Infrastructure Element of the Comprehensive Plan.

Policy 1.3.1 currently requires that existing septic systems be replaced with performance-based septic systems when the "existing system fails or otherwise requires replacement, or modification as determined by the Department of Health." Additionally, "septic systems for new development shall be limited to performance-based septic systems as certified by the Department of Health." Finally, this policy mandates that "All existing and new septic systems shall be inspected every three years by a licensed septic system contractor for maintenance or upgrade."

Based on this previous direction from the BOCC, staff prepared amendments that would have incorporated general protection language into the Comprehensive Plan and provided more specific requirements through a revision to the County's Land Development Code. These proposed changes would have limited the areas within which performance based septic systems would be required.

The Board granted permission to advertise the Comprehensive Plan text amendments on February 21, 2012. The amendments were advertised in *The Wakulla News* on March 15, 2012 (Attachment #1).

The Governor of Florida recently signed into law HB 1263, which is a broad bill relating to the Department of Health. This bill repealed the requirement for septic tank inspections that were mandated in 2010. This bill affects the County's plan to limit the areas where PBTSs can be required based on the following language:

(1) Section 32 of HB 1263 generally amends Section 381.0065, Florida Statutes, regarding onsite sewage treatment and disposal system regulations. As it relates to PBTSs, this section provides that "A government entity, including a municipality, county, or statutorily created commission, may not require an engineer-designed performance-based treatment system, excluding a passive engineer-designed performance-based treatment system, before the completion of the Florida Onsite Nitrogen Reduction Strategies Project. This paragraph does not apply to a governmental entity, including a municipality, county, or statutorily created commission, which adopted a law, ordinance, or regulation on or before January 31, 2012…."

(2) Additionally, Section 33 of HB 1263 generally amends Section 381.00651, Florida Statutes, regarding Periodic evaluation and assessment of onsite sewage treatment and disposal systems. This language makes numerous changes to the law regarding septic system evaluation and inspection programs. As it relates to PBTSs, this section contains two important provisions:

(a) Subsection (4) provides for a grandfathering of the County's existing septic inspection requirements where it provides that "Notwithstanding any other provision in this section, a county or municipality that has adopted a program before July 1, 2011, may continue to enforce its current program without having to meet the requirements of this section, provided such program does not require an evaluation at the point of sale in a real estate transaction."

(b) Subsection (6)(c) provides "An engineer-designed performance-based treatment system to reduce nutrients may not be required as an alternative remediation measure to resolve the failure of a conventional system."

County staff recently prepared revised Comprehensive Plan text amendments in response to HB 1263. The Board granted permission to advertise the current proposed Comprehensive Plan text amendments on April 16, 2012. The amendments were advertised in *The Wakulla News* on April 26, 2012.

The Planning Commission considered this item at their May 14, 2012 public hearing. The Commission made and seconded a motion to recommend adoption of the text amendments. At the conclusion of the public hearing, the Commission unanimously voted against the motion to recommend adoption. Testimony from the public during the hearing primarily favored increasing the size of the area within which nitrogen reducing systems would be required, particularly in the direction of Spring Creek. Although the Commission did not make any specific recommendations for areas that should be added to this map, individual Commissioners did express that the area encompassed by the map was their primary concern with the proposed amendment.

Analysis:

The County's existing comprehensive plan provisions are grandfathered under HB 1263. However, because of HB 1263 and the impacts it has on the County's ability to repeal the comprehensive plan language and alternatively regulate the installation of PBTSs in the county code, staff is recommending that the previously proposed Comprehensive Plan text amendments regarding performance based septic systems be revised as provided in Attachment 2 to put the County in the best legal position to maintain its grandfathered status with regard to its PBTS regulations. The new proposed Comprehensive Plan text amendments will maintain Policy 1.3.1 intact and instead propose a completely separate policy to that narrows the application of Policy 1.3.1. Although there is still risk that any changes to the PBTS requirements in the comprehensive plan could risk the County losing its grandfathered status under HB 1263, the County Attorney believes a good faith argument can be made to allow the County to narrow its program while still retaining the benefits of the grandfathering provision. However, in the event the new text amendment is found to be invalid, by leaving the original Policy 1.3.1 intact, the County gains an additional legal argument that the original language survives any legal challenge.

Accordingly, the new comprehensive plan text amendment adds a new policy to narrow the scope of the existing policy 1.3.1 and will also incorporate detailed regulations that had previously been proposed for incorporation into the County's Land Development Code. Staff has drafted a strikethrough and underline version of the Infrastructure Element (Attachment 2) that will limit the areas within which performance based septic systems are required.

As previously discussed, this proposed text amendment also deletes the County's self-imposed, more stringent advanced wastewater treatment standards. If adopted, the County would defer to existing state standards.

Budgetary Impact:

The budgetary impact with adopting the proposed Ordinance will be to update the County Code

through Municode which is $19.50 per page.

Options:

1. Conduct the Public Hearing and vote to transmit the proposed Comprehensive Plan Amendment, amending Policy 1.3.1 and Policy 1.3.6, and adding Policy 1.3.7 and Policy 1.3.8 of the Infrastructure Element of the Comprehensive Plan, based upon the recommendation of the Planning Department and the findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon.
2. Conduct the Public Hearing and vote not to transmit the proposed Comprehensive Plan Amendment, amending Policy 1.3.1 and Policy 1.3.6, and adding Policy 1.3.7 and Policy 1.3.8 of the Infrastructure Element of the Comprehensive Plan, based upon the recommendation of the Planning Commission and the findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon.
3. Board Direction.

Recommendation:

Option #1.

Attachment(s):

1. Advertisement
2. Draft Ordinance with proposed language changes

ATTACHMENT # 1
PAGE 1 OF 1

NOTICE OF PUBLIC HEARING

The Wakulla County Planning Commission and Wakulla County Board of County Commissioners proposes to consider the following applications and/or adopt the following by ordinance and has scheduled Public Hearings before the **Wakulla County Planning Commission on Monday, May 14, 2012, beginning at 7:00 P.M. and before the Wakulla County Board of County Commissioners on Monday, June 4, 2012, beginning at 5:00 PM, or as soon thereafter as the matter can be heard.** All public hearings will be held at the County Commission Chambers located west of the County Courthouse at 29 Arran Road, Crawfordville, Florida 32327. Interested parties are invited to attend and present testimony.

AN ORDINANCE OF WAKULLA COUNTY, FLORIDA, AMENDING PORTIONS OF SECTION 5-11 OF THE WAKULLA COUNTY LAND DEVELOPMENT CODE, CONTENTS AND REVIEW OF SITE PLANS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

1. Application for Text Amendment: **TA12-02**

Applicant:	Wakulla County
Proposal:	Amend LDC Section 5-11 pertaining to content and review of site plans
Hearings Required:	**Planning Commission: Monday, May 14, 2012 @ 7:00 PM**
Board of County Commissioners:	**Monday, June 4, 2012 @ 5:00 PM**

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA; AMENDING AND REVISING POLICY 1.3.1 AND POLICY 1.3.6, AND ADDING POLICY 1.3.7 AND POLICY 1.3.8 OF THE INFRASTRUCTURE ELEMENT OF THE WAKULLA COUNTY COMPREHENSIVE GROWTH MANAGEMENT PLAN, AS ADOPTED BY ORDINANCE NO. 10-06, AS AMENDED; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING SEVERABILITY AND FOR FILING; AND PROVIDING AN EFFECTIVE DATE.

2. Application for Comprehensive Plan Text Amendment: **CP12-01**

Applicant:	Wakulla County
Proposal:	Transmittal Comprehensive Plan text amendment to Policy 1.3.1 and 1.3.6 of the Infrastructure Element
Hearings Required:	**Planning Commission: Monday, May 14, 2012 @ 7:00 PM**
Board of County Commissioners:	**Monday, June 4, 2012 @ 5:00 PM**

Copies of applications, draft ordinances, and any related public record files may be viewed at the County Planning Department located at 11 Bream Fountain Road, Crawfordville, FL 32327, 8 AM to 4:30 PM M/F; Phone (850) 926-3695. Any person desiring to appeal a decision of a County Board must ensure a verbatim transcript or copy is made of the testimony and exhibits presented at said hearings. Persons needing special access considerations should call the Board Office at least 48 hours before the date for scheduling purposes. The Board Office may be contacted at (850) 926-0919 or TDD 926-7962.

APRIL 26, 2012

ORDINANCE NUMBER 2012-__

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA; AMENDING AND REVISING POLICY 1.3.1 AND POLICY 1.3.6, AND ADDING POLICY 1.3.7 AND POLICY 1.3.8 OF THE INFRASTRUCTURE ELEMENT OF THE WAKULLA COUNTY COMPREHENSIVE GROWTH MANAGEMENT PLAN, AS ADOPTED BY ORDINANCE NO. 10-06, AS AMENDED; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING SEVERABILITY AND FOR FILING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Wakulla County Board of County Commissioners is empowered to adopt Ordinances pursuant to Chapter 125.66, Florida Statutes; and

WHEREAS, Chapter 163, Part II, Florida Statutes, the Community Planning Act (the "Act"), empowers and requires the Wakulla County Board of County Commissioners to: (a) plan for the County's future development and growth; (b) adopt and amend comprehensive plans or elements or portions thereof, to guide the future growth and development of the County; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations or elements thereof; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and

WHEREAS, the Wakulla County Planning Commission has been established and designated as the Local Planning Agency (LPA) for unincorporated Wakulla County, Florida, pursuant to section 163.3174, Florida Statutes; and

WHEREAS, Policy 1.3.1 of the Infrastructure Element of the Wakulla County Comprehensive Growth Management Plan was enacted in 2006 and subsequently amended in 2010 and requires that all existing on-site sewage systems within the County be replaced with performance-based septic systems that reduce nitrogen output when the existing system fails or otherwise requires replacement, or modification; and

WHEREAS, existing Policy 1.3.1 of the Infrastructure Element of the Wakulla County Comprehensive Growth Management Plan also requires that any new on-site sewage systems installed within the County be performance-based septic systems; and

WHEREAS, the intent of Policy 1.3.1 of the Infrastructure Element of the Wakulla County Comprehensive Growth Management Plan was to reduce the introduction of nitrogen pollution from septic systems into Wakulla Springs; and

WHEREAS, since the original enactment of Policy 1.3.1 of the Infrastructure Element of the Wakulla County Comprehensive Growth Management Plan, the County examined this policy and in January 2012 determined that it is feasible to scale back the geographic areas subject to this Policy in order to strike a more equitable balance between the protection of

Wakulla Springs and the financial impact on land owners from the increased cost of performance-based septic systems in terms of installation and operating costs; and

WHEREAS, subsequent to the County's initiation of an amendment to Policy 1.3.1 of the Infrastructure Element of the Wakulla County Comprehensive Growth Management Plan, the Florida Legislature adopted HB 1263 (now Chapter 2012-184, Laws of Florida), which prevents the County from enacting new requirements for the installation of performance-based septic systems, but allows the County to retain its existing regulations pursuant to a grandfathering provision; and

WHEREAS, it is the County's intent through the adoption of this Text Amendment to not impose new requirements for the installation of performance-based septic systems, but merely to narrow the application of its existing lawfully imposed and grandfathered regulations; and

WHEREAS, it is further the County's intent that if this Text Amendment is found to be unlawful pursuant to Chapter 2012-184, Laws of Florida, that the County's existing regulations, as embodied in Policy 1.3.1 of the Infrastructure Element of the Wakulla County Comprehensive Growth Management Plan, shall remain in place and unmodified; and

WHEREAS, the LPA and the Board have in the preparation of the Text Amendment to the Comprehensive Growth Management Plan performed or caused to be performed the necessary studies and surveys, the collection of appropriate data, the holding of such public hearings, workshops and meetings as necessary, and have effectively provided for public participation, notice, broad dissemination of proposals and alternatives, opportunity for written comments, open discussion, communication programs, information services, considerations of, and response to, public and official comments; and

WHEREAS, the Wakulla County Board of County Commissioners (Board) held its transmittal hearing to consider the recommendation of the Local Planning Agency on June 4, 2012, and transmitted the proposed Text Amendment to the Department of Economic Opportunity ("DEO"), in its role as the State land planning agency, and to other State review agencies; and

WHEREAS, the DEO, by letter dated _____, notified the County of receipt of the Amendment; and

WHEREAS, [comments/no comments] were received from DEO or other reviewing agency within 30 days of receipt of the Amendment; and

WHEREAS, on or about _____, the County scheduled and advertised the adoption hearing for the Text Amendment to the Comprehensive Growth Management Plan in The Wakulla News, a local newspaper of general circulation, for _____; and

WHEREAS, on or about _____, the Board held a duly advertised public hearing in accordance with Section 163.3184, Florida Statutes, to consider and receive all oral and written comments relating to the proposed Text Amendment, including the data collection and analyses package, the Wakulla County Planning Commission recommendations; and

WHEREAS, in exercise of its statutory authority, the Wakulla County Board of County Commissioners has determined it necessary and desirable to adopt the amended version of the Comprehensive Growth Management Plan's Infrastructure Element Policies 1.3.1 and 1.3.6, and

adopts new Policies 1.3.7 and 1.3.8 pertaining to Wastewater Treatment Systems to further preserve and enhance present advantages; encourage the most appropriate use of land, water, and natural resources consistent with public interest; overcome present handicaps; and deal effectively and efficiently with future growth and problems that may result from the use and development of land within Wakulla County, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY FLORIDA, AS FOLLOWS:

Section 1. Purpose and Intent.

This Ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in, the Community Planning Act, Chapter 163, Part II, Florida Statutes, Chapter 125, Florida Statutes, and the Wakulla County Home Rule Charter.

Section 2. Legislative Findings.

The above legislative findings are true and correct and are hereby incorporated herein by reference.

Section 3. Amendment to Comprehensive Growth Management Plan.

(A) The Board of County Commissioners of Wakulla County, Florida, hereby amends and revises Policy 1.3.1 and 1.3.6, and adopts new Policies 1.3.7 and 1.3.8 of the Infrastructure Element of the Wakulla County Comprehensive Growth Management Plan, as adopted by Ordinance No. 10-06, as amended, attached hereto as Attachment A and incorporated herein by reference.

(B) The amendment was fully considered after a public hearing pursuant to legal notice duly published as required by law.

(C) To make the Wakulla County Comprehensive Growth Management Plan available to the general public, a certified copy of this Ordinance, the Comprehensive Growth Management Plan, and any Amendments thereto, shall be located in the Wakulla County Planning and Community Development Department, located at 11 Bream Fountain Road, mailing address 3093 Crawfordville Highway, Crawfordville, Florida, 32327. The Planning and Community Development Department, through its Director, shall make copies available for public inspection, and provide duplication for a reasonable publication and copy charge.

Section 4. Applicability and Effect.

The applicability and effect of the Wakulla County Comprehensive Growth Management Plan shall be as provided by the Community Planning Act, Chapter 163, Part II, Florida Statutes, and this Ordinance. Except to the extent amended herein, the Comprehensive Growth Management Plan is hereby ratified, confirmed, and remains in full force and effect.

Section 5. Severability.

If any provision or portion of this Ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all the remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 6. Filing.

A Certified Copy of this Ordinance, as well as Certified Copies of the Wakulla County Comprehensive Growth Management Plan, and subsequent Amendments thereto, shall be filed with the Wakulla County Clerk of the Circuit Court.

Section 7. Effective Dates.

(A) The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies Wakulla County that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

(B) A certified copy of this Ordinance shall be filed in the Department of State within ten (10) days after enactment by the Board and the Ordinance shall take effect as provided by law.

PASSED AND DULY ADOPTED this _____ day of _____, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA

By: _____
Alan Brock, Chair

ATTEST:

_____
BRENT X. THURMOND, Ex Officio
Clerk to the Board

APPROVED AS TO CONTENT AND FORM:

_____
Heather Encinosa, Esq.
County Attorney

GOALS, OBJECTIVES AND POLICIES
INFRASTRUCTURE ELEMENT

Policy 1.3.1: Use of on-site wastewater treatment systems shall be limited to the following conditions:

(a) Existing septic tank and package treatment plants may remain in service until such time as centralized service is made available, or the systems fail to properly perform;

(b) The County shall maintain in its land development regulations a provision that existing septic systems shall be replaced with performance-based septic systems when the existing system fails or otherwise requires replacement, or modification as determined by the Department of Health. As part of such land development regulations, the County will provide an exception from the requirement of replacing or modifying a system with a performance-based septic system if the system's owner has demonstrated a financial hardship to the satisfaction of the County, and that the user cannot afford to upgrade the system without public funding. The County shall define the financial hardship test by resolution. If such a demonstration is made, the system's owner must replace the system but a performance-based septic system shall not be required until sources of funding are available to assist those owners who cannot afford to pay for the upgrade;

~~(b)~~(c) The County shall diligently seek sources of funding through the SHIP program and other sources, to assist those who cannot afford to upgrade failed systems as required;

~~(c)~~(d) Septic systems for new development shall be limited to performance-based septic systems as certified by the Department of Health;

~~(d)~~ (e) All existing and new septic systems shall be inspected every three years by a licensed septic system contractor for maintenance or upgrade, and

~~(e)~~ (f) Use of package treatment plants shall be limited to those with business and management plans approved by the County.

Policy 1.3.6: All new development shall connect to central wastewater treatment facilities within one year from the date that such facilities are available or become available as provided by law. ~~The standards for treatment are:~~

~~a. Advanced Wastewater Treatment (AWT) levels (3mg/L for nitrogen, 5 mg/L CBOD, 1 mg/L total phosphate, 5 mg/L suspended solids, & a high level of disinfectant) for all Type I (design capacity of 500,000 gallons per day to 12.5 million gallons per day) and Type II (100,000 to 500,000 gallons per day) central wastewater treatment facilities using Rapid infiltration Basins.~~

~~b. A treatment standard above secondary treatment of 10 mg/L for nitrogen for Type III (less than 100,000 gallons per day) facilities.~~

Policy 1.3.7.: Effective October 1, 2012, the requirement for new development to install performance-based septic systems as provided in Policy 1.3.1 shall only apply to those properties outlined below. A list of approved systems, which shall include all nitrogen reducing systems engineered to achieve a 50

percent (50%) nitrogen reduction at the outfall of the tank, shall be maintained at the Wakulla County Health Department.

(a) All individual properties smaller than 5 contiguous acres where central wastewater systems are not available and located within the boundaries described below (as depicted on the Nitrogen Reducing Systems Implementation Map) :

Bloxham Cutoff (Hwy. 267), from the Wakulla/ Leon County Line to Crawfordville Highway (U.S. 319)
Crawfordville Highway, from Bloxham Cutoff to East Ivan Road
East Ivan Road, from Crawfordville Highway to Wakulla Arran Road
Wakulla Arran Road, from East Ivan Road to Cajer Posey Road
Cajer Posey Road, from Wakulla Arran Road to Shadeville Highway (Hwy. 61)
Shadeville Highway, from Cajer Posey Road to Bloxham Cutoff
Bloxham Cuttoff, from Shadeville Highway to Woodville Highway (Hwy. 363)
Woodville Highway, from Bloxham Cuttoff to the Wakulla/Leon County Line
The Wakulla/Leon County Line, from Woodville Highway to Bloxham Cutoff

(b) All properties throughout the County where the on-site septic system will be installed within 150 feet of the high water level of any surface water, wet sinks, or swallets, or within 300 feet of a 1st or 2nd magnitude spring. Notwithstanding the standards of this Policy, the natural area buffers of Policy 13.1 of the Conservation Element must be maintained.

(c) All properties throughout the County where the total acreage is less than 0.229 contiguous acres of deeded property.

Policy 1.3.8: Notwithstanding the requirements in Policy 1.3.1, effective October 1, 2012, repairs and modifications to existing septic systems, as defined in Chapter 64E-6 F.A.C. or its successor in function, shall be allowed without requiring that system to be upgraded to a performance-based septic system, but any repair or modification of an existing septic system within the County shall require that the drainfield maintains a 24-inch separation above the seasonal high water table.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 18, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Luis N. Serna, Planning and Community Development Director
Subject:	Requesting Board Approval to Conduct the Public Hearing and Consider a Text Amendment to Section 5-11 of the Land Development Code, Pertaining to the Threshold for Administrative Approval of Site Plans

Statement of Issue:
This agenda item requests Board approval to conduct the Public Hearing and consider a Text Amendment to Section 5-11of the Land Development Code, pertaining to the threshold for administrative approval of site plans.

Background:
The Board of County Commissioners and the public have expressed interest in creating incentives for job creation and increasing the tax base by eliminating unnecessary barriers for new development. One of the greatest barriers for developers is the time required to obtain site plan approval for small projects. In reviewing its land development review processes, staff has identified the requirement for relatively small sites to obtain review by the Planning Commission and the Board of County Commissioners as a potential barrier to new development. Staff is proposing that the threshold for review of Site Plans by the Planning Commission and the Board of County Commissioners be increased from 10,000 square feet of building and parking area to over 20,000 square feet of building floor area. The proposed amendment was advertised in the April 26, 2012 edition of *The Wakulla News* (Attachment 1).

The Planning Commission considered this item at the May 14, 2012 public hearing. At the conclusion of the public hearing, the Commission voted 4 to 1 to recommend adoption of the Text Amendment.

Analysis:
Staff has prepared a draft strikethrough and underline version of Section 5-11 of the Land Development Code (Attachment #2) which would increase the review threshold for site plans that require Planning Commission and Board of County Commissioners review from 10,000 square feet

of building and parking area to over 20,000 square feet of building floor area. As proposed, developments of 20,000 square feet or less of building floor area would be considered "small" and would be reviewed by the County's Technical Review Committee (TRC) which is made up of the representatives from the Building Department, Planning Department, Public Works, Health Department, Fire Department, Emergency Management, and the School Board. Such "small" projects would subsequently be approved administratively by the Planning and Community Development Department subject to satisfying the comments of the TRC as well as the Standards of Approval of Section 5-12 of the Land Development Code. As proposed, projects over 20,000 square feet would be reviewed by the TRC and the Planning Commission, and ultimately approved by the Board of County Commissioners.

Staff estimates that this change can reduce the review times for most projects by approximately two months, and will remove some of the uncertainty associated with development. As a part of this process change, staff will review its fee schedule to reflect the elimination of the advertising requirement for those projects that no longer require public hearings. The cost of advertising is $210 for those projects that require advertised public hearings.

Budgetary Impact:
The budgetary impact with adopting the proposed Ordinance will be to update the County Code through Municode which is $19.50 per page.

Options:
1. Approve to conduct the Final Public Hearing and vote to adopt the proposed Ordinance Amending Section 5-11 of the Land Development Code pertaining to the Threshold for Administrative Approval of Site Plans, based upon the recommendation of the Planning Commission and the findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon.
2. Do not approve to conduct the Final Public Hearing and vote not to adopt the proposed Ordinance Amending Section 5-11 of the Land Development Code pertaining to the Threshold for Administrative Approval of Site Plans, based upon the findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon.
3. Board Direction.

Recommendation:
Option #1.

Attachment(s):
1. Advertisement

2. Draft ordinance with proposed language changes

ATTACHMENT # 1
PAGE 1 OF 1

NOTICE OF PUBLIC HEARING

The Wakulla County Planning Commission and Wakulla County Board of County Commissioners proposes to consider the following applications and/or adopt the following by ordinance and has scheduled Public Hearings before the **Wakulla County Planning Commission on Monday, May 14, 2012, beginning at 7:00 P.M. and before the Wakulla County Board of County Commissioners on Monday, June 4, 2012, beginning at 5:00 PM, or as soon thereafter as the matter can be heard.** All public hearings will be held at the County Commission Chambers located west of the County Courthouse at 29 Arran Road, Crawfordville, Florida 32327. Interested parties are invited to attend and present testimony.

AN ORDINANCE OF WAKULLA COUNTY, FLORIDA, AMENDING PORTIONS OF SECTION 5-11 OF THE WAKULLA COUNTY LAND DEVELOPMENT CODE, CONTENTS AND REVIEW OF SITE PLANS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

1. Application for Text Amendment: **TA12-02**

Applicant:	Wakulla County
Proposal:	Amend LDC Section 5-11 pertaining to content and review of site plans
Hearings Required:	**Planning Commission: Monday, May 14, 2012 @ 7:00 PM**
Board of County Commissioners:	**Monday, June 4, 2012 @ 5:00 PM**

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA; AMENDING AND REVISING POLICY 1.3.1 AND POLICY 1.3.6, AND ADDING POLICY 1.3.7 AND POLICY 1.3.8 OF THE INFRASTRUCTURE ELEMENT OF THE WAKULLA COUNTY COMPREHENSIVE GROWTH MANAGEMENT PLAN, AS ADOPTED BY ORDINANCE NO. 10-06, AS AMENDED; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING SEVERABILITY AND FOR FILING; AND PROVIDING AN EFFECTIVE DATE.

2. Application for Comprehensive Plan Text Amendment: **CP12-01**

Applicant:	Wakulla County
Proposal:	Transmittal Comprehensive Plan text amendment to Policy 1.3.1 and 1.3.6 of the Infrastructure Element
Hearings Required:	**Planning Commission: Monday, May 14, 2012 @ 7:00 PM**
Board of County Commissioners:	**Monday, June 4, 2012 @ 5:00 PM**

Copies of applications, draft ordinances, and any related public record files may be viewed at the County Planning Department located at 11 Bream Fountain Road, Crawfordville, FL 32327, 8 AM to 4:30 PM M/F; Phone (850) 926-3695. Any person desiring to appeal a decision of a County Board must ensure a verbatim transcript or copy is made of the testimony and exhibits presented at said hearings. Persons needing special access considerations should call the Board Office at least 48 hours before the date for scheduling purposes. The Board Office may be contacted at (850) 926-0919 or TDD 926-7962.

APRIL 26, 2012

Wakulla County

Ordinance Number _____

AN ORDINANCE OF WAKULLA COUNTY, FLORIDA, AMENDING PORTIONS OF SECTION 5-11 OF THE WAKULLA COUNTY LAND DEVELOPMENT CODE, CONTENTS AND REVIEW OF SITE PLANS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, site plans which encompass less than 10,000 square feet of building and parking area are designated as small site which may be approved by the Wakulla County building an zoning official; and

WHEREAS, site plans which encompass 10,000 square feet or more of building and parking area require review by the Planning Commission, and approval by the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners desire to eliminate unnecessary barriers to new development by increasing the threshold for projects requiring review by the Planning Commission and Board of County Commissioners.

NOW THEREFORE, be it ordained by the Board of County Commissioners of Wakulla County, Florida, as follows:

Section 1.

Section 5-11, Wakulla County Land Development Code, is hereby amended or revised, as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions):

Section 5-11. Contents and review of site plans.

* * * *

(7) Applications; approval of small sites. The following procedure shall be followed for the approval of any site plan:

(a) Submission to zoning official. The documents prepared under provisions of this section shall be submitted to the building and zoning official, on a form to be supplied by that official, with a fee in an amount set by resolution of the board of commissioners to cover administrative costs.

(b) Copies. The applicant shall submit five copies of all documents provided in connection with the review.

(c) Contents mandatory. No site plan shall be considered which does not contain all of the documents or information required above.

(d) Approval of small sites. The building and zoning official may approve, approve subject to conditions or disapprove all site plans which encompass ~~less than 10,000~~ 20,000 square feet or less of building floor area ~~and parking surface~~; however, he must include the written reasons for his decision, whatever that decision might be.

(e) Small site appeals. The denial of any site plan which encompasses ~~less than 10,000~~ 20,000 square feet or less of building floor area may be appealed as herein provided.

(8) Planning commission review of site plan. The planning commission shall review all site plans encompassing more than ~~10,000~~ 20,000 square feet of building floor area ~~and parking surface~~, and hear the appeal of any smaller site plan disapproved by the building and zoning official, through the following procedure:

(a) Promptly after receipt of a site plan containing more than ~~10,000~~ 20,000 square feet in building floor area, or the denial of a smaller site plan if the applicant therefore wishes to appeal said denial, the building and zoning official shall forward the site plan and accompanying documents to the planning department.

(b) As soon thereafter as is practicable to allow for study of the site plan and the publishing of due public notice, the planning official shall place the site plan review on the agenda of the planning commission and publish notice as provided in this Code.

(c) At the conclusion of review of the site plan by the planning commission it shall issue its report and recommendation with respect to said site plan, which must comply with this Code.

(9) Review by county commission. The county commission shall, after review by the planning commission, decide all appeals of disapproved site plans encompassing ~~less than 10,000~~ 20,000 square feet or less of building floor area and approve or deny all other site plans, in accordance with the following procedure:

(a) Promptly after the planning commission issues its written report and recommendation, the site plan application and the report and recommendation shall be forwarded to the building and zoning department by the planning department.

(b) The building and zoning official shall promptly place the site plan application on the agenda for the next practicable county commission meeting and publish due public notice thereof in accordance with this Code.

(c) When such matter is brought before the county commission, it may approve or deny the site plan, or approve it with conditions.

(10) Conditional approval of site plans. In reviewing the proposed site plan, the building and zoning official, planning commission or county commission may condition approval on specified changes in the proposal. Where conditions are attached, approval will be withheld except upon written agreement by the applicant to conform to such conditions. In particular, where the site plan indicates potential adverse effects on neighboring property, rearrangement of the plan, increased yard width, fences, hedges or walls may be required.

(11) Effect of approval. Upon the approval of a site plan and the issuance of a building permit, the development shall be constructed in accordance with the approved site plan, including any changes, and the site plan regulations.

(12) Walls or landscaping for nonresidential uses. When a lot in any nonresidential district abuts a lot in a residential district, either to a side or to the rear, in addition to any required setback increase and other landscaping requirements, there shall be installed and maintained a landscaped strip not less than ten feet in width complying with section 6-11 located on the nonresidential lot side of the property line shared with the residential lot.

(13) Lot requirements. The area, width and depth of the lot indicated in the site plan shall be sufficient to permit the construction of the principal and accessory buildings and paved parking areas in a design that does not interfere with the use of adjacent properties and which encourages safe and efficient vehicular ingress and egress to the adjacent street system while complying with the maximum lot coverage and parking requirements.

(14) Public dedication of improvements. In cases where roads, utility lines, sewer lines, parks, water lines or other improvements are to be dedicated to the public, the procedures, bond requirements and design standards for such dedication contained in the subdivision regulations in this Code shall apply to the proposed site plan.

(15) Site plans for mobile homes. No mobile home shall be placed on any parcel of land prior to issuance of the proper permit by the building and zoning official approving same. The applicant for said permit shall submit such materials as the building and zoning official deems necessary to ensure compliance with this Code and a fee in an amount set by the board of commissioners shall be charged by the building and zoning official for review of any site plan information submitted to ensure compliance with this Code.

Section 2.

Should any portion of this Ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then the part so held shall be severed from this Ordinance and the remainder shall remain in full force and effect. All

Ordinances or parts of Ordinances in conflict herewith shall be hereby repealed or changed to be consistent therein.

Section 3.

This ordinance shall become effective as provided by Florida Law.

Section 4. Codification of the Code of Ordinances.

It is the intention of the Board, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Wakulla County Code of Ordinances, and that the sections of this Ordinance may be renumbered to accomplish such intent.

Section 5. Severability.

Should any section or provision of this Ordinance or any portion thereof, or any paragraph, sentence, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof other than the part declared to be invalid.

Section 6. Effective Date.

A certified copy of this Ordinance shall be filed with the Department of State within ten (10) days after its enactment by the Board and shall be effective upon filing with the Department of State.

DONE AND ADOPTED in Wakulla County, Florida, by a vote of _____ to _____ this ____ day of _____, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA

_____
Alan Brock, Chairman

ATTEST:

_____
BRENT X.THURMOND, Ex Officio
Clerk to the Board

APPROVED AS TO FORM:

_____
Heather Encinosa, Esq.
County Attorney

DRAFT

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 18, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Luis N. Serna, Planning and Community Development Director Somer Strickland, Planner
Subject:	Request Board Approval to Conduct the Public Hearing and Adopt Text Amendments to the Comprehensive Plan, Policy 13.1 of the Conservation Element, Pertaining to Restoration Activities within Karst Features

Statement of Issue:
This agenda item requests Board approval to conduct the public hearing and adopt amendments to the Comprehensive Plan, Policy 13.1 of the Conservation Element, pertaining to the protection of karst features.

Background:
At the October 17, 2011 BOCC public hearing, the Board directed staff to work on revisions to the County's existing karst feature regulations that are currently contained in the Conservation Element of the Comprehensive Plan. Additionally, the Board directed staff to draft an ordinance for incorporation into the Land Development Code which allows for karst feature restoration which will be presented to the Commission at a later date (Attachment 1).

In preparing the revisions, staff determined that the best approach would be to incorporate general language into the Comprehensive Plan which would allow for the restoration of karst features to their natural function and appearance and provide more specific requirements through a revision to the County's Land Development Code. This current request is for the corresponding text amendment to the Conservation Element of the Comprehensive Plan (Attachment 2).

On April 2, 2012, the Board directed staff to advertise the proposed text amendment. The advertisement appeared in the April 12, 2012 edition of the Wakulla News (Attachment 3).

On May 14, 2012, the Planning Commission considered the proposed amendments and voted unanimously to recommend approval.

Analysis:
In preparation to amend the Conservation Element Policy 13.1, staff drafted a strikethrough and

underline version of the Policy, using the attachment from Commission Artz' Agenda Item, dated October 17, 2011(Attachment 4). The final draft establishes that restoration of karst features is not considered development for the purpose of this Policy and requires that design standards and Best Management Practices be adopted into the Land Development Code.

Budgetary Impact:

The budgetary impact with adopting the proposed Ordinance will be to update the County Code through Municode which is $19.50 per page.

Options:

1. Approve to conduct the Public Hearing and vote to transmit the proposed Comprehensive Plan Amendment, amending the Conservation Element, Policy 13.1 of the Comprehensive Plan, based upon the recommendation of the Planning Commission and the findings of fact and conclusions of law made by the Board and the evidence submitted at the Hearing hereon.
2. Do not approve to conduct a Public Hearing and do not vote to transmit the proposed Comprehensive Plan Amendment, amending the Conservation Element, Policy 13.1 of the Comprehensive Plan, based upon the findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon.
3. Board Direction.

Recommendation:

Option #1.

Attachment(s):

1. BOCC Minutes-October 17, 2011
2. Draft Data and Analysis
3. Advertisement
4. Strikethrough Underline of Policy 13.1
5. Draft Ordinance

October 17, 2011

BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING
MONDAY, OCTOBER 17, 2011

The Board of County Commissioners in and for Wakulla County, Florida met for a regular scheduled Board Meeting on Monday, October 17, 2011 with Chairman Mike Stewart presiding. Present were Commissioners Alan Brock, Lynn Artz, Randy Merritt, and Jerry Moore. Also, present were County Administrator David Edwards, County Attorney Heather Encinosa and Deputy Clerk Evelyn Evans.

Invocation and Pledge of Allegiance led by Commissioner Stewart.

APPROVAL OF AGENDA
(CD5:02) Commissioner Merritt moved to approve the Agenda with the following changes/modifications:
Planning and Zoning item (14) staff is requesting a continuance
Consent Agenda – pull item (8) Domestic Violence Proclamation
Commissioner Artz – add (1) announcement under Awards and Presentations
Second by Commissioner Brock and the motion carried unanimously, 5/0.

PUBLIC HEARING
(CD5:03) 1. Request Board approval to conduct the Public Hearing and adopt a Resolution and Interlocal Agreement, authorizing Wakulla County participation in the Escambia County Housing Finance Single Family Mortgage Revenue Bonds (multi-family program)
Commissioner Merritt moved to conduct the public hearing and adopt the Resolution and Interlocal Agreement between the Escambia County Housing Finance authority and Wakulla County, which provides qualified first time homebuyers a below mortgage interest rate, down payment and closing cost assistance for low and moderate-income citizens. Second by Commissioner Brock and the motion carried unanimously, 5/0.

(CD5:07) 2. Request Board approval to conduct the Public Hearing and consider adopting the proposed Ordinance amending County Handgun Regulations
Commissioner Merritt moved to conduct the Public Hearing and approve the proposed Ordinance amending County Handgun Regulations, with an amendment in Section 6, not striking the two types, air guns and spear guns. Second by Commissioner Brock and the motion carried unanimously, 5/0.

AWARDS AND PRESENTATIONS
(CD5:09) Presentation by Wakulla County Coalition for Youth EYI Teens
Teen underage drinking presentation

(CD5:19) Announcement regarding Florida Money Mentoring Program – Shelley Swenson, UF/IFAS

This is a Volunteer program through the Extension office and the volunteers will work with families to help them get ready for tax season, organizing budgeting, etc.

(CD5:23) Announcement of new Wakulla County Extension Director, Les Harrison – Shelley Swenson, UF/IFAS
Introduction of Mr. Les Harrison as the new Wakulla County Extension Director, starting on October 31, 2011

(CD5:26) Announcement of Hazardous Waste Day, October 29, 2011 – JoAnn Palmer, Keep Wakulla County Beautiful
9:00 a.m. – 1:00 p.m., ESG, 340 Trice Lane, Crawfordville, FL

(CD5:34) Volunteer Projects on the Florida Trail – Michael Swanberg, Student Conservation Association
www.floridatrail.org

(CD5:40) Announcement regarding recent Talquin water issues and public health concerns – Pad Juarez WCHD Acting Director
Update regarding the boil water issue last week that affected 6,000 residents

(CD5:54) Update regarding Cajer Posey Road Closure – Elliott Varnum, Project Engineer
Extended closure period to November 21, 2011

(CD5:57) Wildflower planting on Sunday – Commissioner Artz thanked the 36 Volunteers for helping with the planting of wildflower seeds along 98/Coastal Highway which is a part of the Scenic Byway

CONSENT AGENDA
(CD5:57) Commissioner Merritt moved to approve the Consent Agenda, with the exception of item (8) that is pulled for discussion. Second by Commissioner Brock and the motion carried unanimously, 5/0.

3. Approval of Minutes – October 3, 2011 Regular Board Meeting
Approve

4. Approval of Minutes from the October 6, 2011 Workshop regarding the County's existing Concurrency System and Options
Approve

5. Approval of Payment of Bills and Vouchers submitted for September 29, 2011 – October 12, 2011
Approve – payment of bills and vouchers submitted for September 29-October 12, 2011

6. Request Board approval of the Wakulla County Health Department's Annual Core Contract and Amended Fee Schedule

Approve – Wakulla County Health Department Core Contract and amended Fee Schedule

7. Request Board approval of a Proclamation declaring November as Big Bend Hospice Month in Wakulla County
Approve – Proclamation declaring November as Big Bend Hospice Month in Wakulla County

9. Request Board approval of Temporary Road Closing for the 5th Annual Veterans Day Parade on November 5, 2011
Approve – Temporary Road Closing for the 5th Annual Veterans Day Parade on Saturday, November 5, 2011

11. Request Board approval of the Year-end Budget Adjustment – This item has been tabled to a Future Board Meeting

12. Request Board approval to advertise Invitation to Bid #2011-21 for Ochlockonee Bay Bicycle Trail-Phase I
Approve – to advertise Invitation to Bid 2011-21 for Ochlockonee Bay Bicycle Trail – Phase I

13. Request Board approval to schedule and advertise a Public hearing to consider adopting an Ordinance establishing the Tourist Development Plan – This item has been tabled to the November 7, 2011 Board Meeting

16. Request Board Ratification of the Appointment of Les Harrison to the Wakulla County Extension Director Position
Approve – Ratify and Confirm hiring of Mr. Les Harrison as the Wakulla County Extension Director/Agriculture/Natural Resources Agent

CONSENT ITEMS PULLED FOR DISCUSSION
(CD5:58) 8. Request Board approval of a Proclamation declaring October 2011 as Domestic Violence Awareness Month in Wakulla County
Commissioner Brock moved to approve the Proclamation declaring October 2011 as Domestic Violence Awareness Month in Wakulla County. Second by Commissioner Artz and the motion carried unanimously, 5/0.

PLANNING AND ZONING
(CD6:02) 14. Application for Change of Zoning R11-03
TFB Holdings, Inc. and Beth Taff as Trustee of the Oleta Lawhon Family Trust, Owners and Daron Bridges, Agent
Commissioner Brock moved to continue R11-03, second by Commissioner Artz and the motion carried unanimously, 5/0.

GENERAL BUSINESS

(CD6:09) 10. Request Board approval to Award RFP 2011-22 for Information Technology Services to the Recommended Qualified Vendor
Commissioner Brock moved to award RFP 2011-22 for Information Technology Services to Inspired Technologies, Inc., and authorize the Chairman to execute the Contract. Second by Commissioner Merritt and the motion carried unanimously, 5/0.

(CD6:12) 17. Request for Board approval of Resolution and Budget Amendment accepting LAP Agreement funds for the Big Bend Scenic Byway Wayshowing and Interpretive Plan – Phase I Grant; approval of Work Authorization for additional TDC Director Services; and, approval to advertise a Request for Proposals for Consulting Services
Commissioner Brock moved to approve the Resolution and Budget Amendment accepting LAP Agreement funds; approve work authorization for additional TDC Director Services; and, approve advertising a Request for Proposals for the Big Bend Scenic Byway Wayshowing and Interpretive Plan Implementation – Phase I Grant. Second by Commissioner Merritt and the motion carried unanimously, 5/0.

COMMISSIONER AGENDA ITEMS
15. COMMISSIONER ARTZ
(CD6:26) a. Sinkhole Restoration
Commissioner Artz moved to direct Planning staff and the County Attorney to revise Wakulla County's Karst protection requirements and draft codes to allow sinkhole restoration. Second by Commissioner Merritt and the motion carried unanimously, 5/0.

CITIZENS TO BE HEARD
(CD6:36) 1. Hugh Taylor – commented on citizens being accused of character assassination regarding Tourist Development Council. Since when are management and policy concerns, character assassination. Thinks that this is a pretty strong term when citizens have been proven right over and over. The information that the citizens have brought forth has saved the County hundreds of thousands of dollars.

(CD6:39) 2. Howard Kessler – (a) concerned about the process related to the taxes and fees that have recently been implemented and getting word to people that may qualify for exemptions. (b) Pam Portwood is the guest speaker at CCOW this Thursday starting at 7:00 p.m. at the Wakulla County Library.

COUNTY ATTORNEY - 0

COUNTY ADMINISTRATOR - 0

DISCUSSION ISSUES BY COMMISSIONERS
(CD6:42) Commissioner Merritt – lowering the millage rate by instituting a Tax Assessment for EMS. After discussion, he decided not to move forward with the assessment. Commissioner Stewart brought up improving efficiency of the ambulance service and privatization of collections. Direction for the County Administrator was to look into the privatization of collections for the ambulance department.

(CD6:54) Commissioner Brock – (a) Stone Crab Festival in St. Marks on Saturday, October 22, 2011 from 10:00 a.m. to 6:00 p.m. (b) The advertisement for Bids for the Ochlockonee Bay Bike Trail was approved tonight and he would like to see the next phase advertised soon. The bids for phases cannot be at the same time, but the work on phases can be done at the same time.

(CD6:55) Commissioner Moore – Presentation earlier on teen alcohol use – stressed how important it is for Mothers to refrain from drinking alcohol during pregnancy due to placing the child at risk of fetal alcohol syndrome.

(CD6:55) Commissioner Artz – Informational update regarding the University of Florida & Shands Art in Medicine Programs where artists provide certain types of treatment services for inpatients. Wakulla County is included in the additional funding for panhandle rural counties. The monies will go to the Wakulla County Coalition for Youth and they will work with artists and the healthcare task force in community outreach with health as the focus.

(CD6:57) Commissioner Stewart – (a) Two weeks into trash pick-up and 50,000 pounds of recyclable materials received (b) ROTC fish fry on Friday, October 21, 2011 from 4:30 to 7:00 p.m. before the game. The cost is $7.00 per plate for shrimp. A thousand tickets already sold and Noah Posey is the cook.

There being no further business to come before the Board, Commissioner Merritt moved to adjourn; second by Commissioner Brock and the motion carried unanimously, 5/0.

The meeting concluded at 7:00 p.m.

ATTACHMENT 2
PAGE 1 OF 1

DATA AND ANALYSIS

FOR

WAKULLA COUNTY COMPREHENSIVE PLAN TEXT AMENDMENT

MARCH 2012

In October of 2006, Wakulla County amended the Future Land Use Element of its Comprehensive Plan to establish policies for the protection of karst features and establish buffer requirements. Through the EAR Amendment process in 2010, these policies were moved to the Conservation Element of the Comprehensive Plan. These policies provide strict buffer requirements for development near various types of karst features.

Since the adoption of this Policy, it has been determined that from time to time karst features become degraded from human induced disturbances, which ultimately will require activity to restore the natural function and appearance of such features. Currently, no development activities are permitted in the buffers established under this Policy. The proposed text amendment updates the existing Conservation Element Policy 13.1 to allow for restoration of the natural function and appearance of karst features. Additionally, this amendment provides that Land Development regulations will be adopted to establish specific design standards and Best Management Practices for restoration activities.

The proposed amendment is attached in a strike-through and underline format. Specifically, this amendment includes the addition of the following language to Policy 13.1:

> ***"Activities involving the restoration of the natural function and appearance of karst features are not to be considered development for the purpose of this policy. Best Management Practices and design standards for karst feature restoration shall be incorporated in the Land Development Code."***

Based upon the need for restoration to degraded karst features in Wakulla County, the County is requesting this text amendment to exempt restoration activities of karst features from being considered development.

WILLIAM SNOWDEN

outherland at the town hall meeting.

development. Southerland was t that he would not the transportation hich the scenic by-guage appears – as tly stands.

erland also pointed mocratic tracker he called "Max" who was filming the meeting. He vowed not to track any of his Democratic opponents in the upcoming election, saying he believed you should do unto others as you have them do unto you.

Water Districts

s of the Wakulla Water Conservaict: Seat 1, Terrell at 2-Vacant; Seat Harvey (Secretary/; Seat 4-Allan Lof-Chairman); and ph Duggar (Chair-

, 3, and 5 are up tion this year and be filled for the two years of its positions are

are more than & water conserricts in the U.S. y through these cts that the U.S. t of Agriculture, sources Conserice assists indiups, and units of government with natural resources conservation.

The five locally elected officials for each of Florida's 63 soil and water conservation district (SWCD) boards serve four year terms.

In addition to local board members, Blas Gomez, Tabitha Frazier, and Stan Peacock of the Leon Soil & Water Conservation District will be on hand to discuss what the Board does in other counties – including grant opportunities available to these organizations.

For more information about the Wakulla County Democratic Executive Committee, please visit online at http://wakulladem ocrats.org.

n Medicaid bills

roblem, it can an extensive cess, Edwards

letter to the state, he ac-the concern n expressed, at after conith counties, at legitimate ations should

dged to the AHCA and my rk diligently certify that which counare accurate tt said.

sociation of xpressed its disapproval of the bill.

President of FAC, Doug Smith, issued a statement saying, "This bill represents the worst kind of blow to taxpayers. Rather than correcting Tallahassee's error-ridden Medicaid billing system, HB5301 codifies it and leaves taxpayers with the bill."

FAC will hold a special board meeting on April 12 to discuss the bill and legal options.

Brock said the county will be working with FAC and will see what they recommend, whether it be entering into a lawsuit or lobbying to make the law better.

ATTACHMENT 3
PAGE 1 OF 1

Wakulla County

NOTICE OF COMPREHENSIVE PLAN TEXT AMENDMENT TRANSMITTAL PUBLIC HEARING

The Wakulla County Planning Commission and Wakulla County Board of County Commissioners proposes to consider the following application and/or adopt the following by ordinance and has scheduled Public Hearings before the **Wakulla County Planning Commission on Monday, May 14, 2012, beginning at 7:00 P.M.** and before the **Wakulla County Board of County Commissioners on Monday, June 4, 2012, beginning at 5:00 PM, or as soon thereafter as the matter can be heard.** All public hearings will be held at the County Commission Chambers located west of the County Courthouse at 29 Arran Road, Crawfordville, Florida 32327. Interested parties are invited to attend and present testimony. The proposed amendment is included in a proposed ordinance entitled:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA; AMENDING AND REVISING Policy 13.1 OF THE Conservation ELEMENT OF THE WAKULLA COUNTY COMPREHENSIVE GROWTH MANAGEMENT PLAN, AS ADOPTED BY ORDINANCE NO. 10-05, AS AMENDED; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING SEVERABILITY AND FOR FILING; AND PROVIDING AN EFFECTIVE DATE.

1. Application for Comprehensive Plan Text Amendment: CP12-02

Applicant:	Wakulla County
Proposal:	Transmittal of Comprehensive Plan text amendment to Policy 13.1 of the Conservation Element
Hearings Required:	**Planning Commission Monday, May 14, 2012 @ 7:00 PM**
	County Commission Monday, June 4, 2012 @ 5:00PM

Copies of applications, draft ordinances, and any related public record files may be viewed at the Wakulla County Planning and Community Development Department located at 11 Bream Fountain Road, Crawfordville, FL 32327, 8 AM to 4:30 PM M/F; Phone (850) 926-3695. Any person desiring to appeal any decision made with regard to this matter must ensure a verbatim transcript or copy is made of the testimony and exhibits presented at said hearings. Persons needing special access considerations should call the Board Office at least 48 hours before the date for scheduling purposes. The Board Office may be contacted at (850) 926- 0919 or TDD 926-7962.

APRIL 12, 2012

Objective 13: Protect Karst Features within the County through the use of design standards and buffers.

Policy 13.1: Development shall meet the following design standards:

1) Except as otherwise provided, development shall be buffered from the following karst features as shown below:

Feature	Minimum buffer (feet)
1st & 2nd Magnitude Springs	300
Spring runs	150
Smaller Springs	100
Sinkholes, with a direct connection to the aquifer	100
Other karst features with a direct connection to the aquifer (swallet or stream to sink)	100

2) The buffer shall be measured from the rim of the sinkhole or karst feature; ordinary high water line for fresh water springs and spring runs; or mean high water line for tidally connected springs and spring runs;

3) The buffer required in (~~a~~ 1.) above shall retain all natural vegetation within the buffer area, except for minimal removal to allow uses such as docks or boardwalks for which mitigation is required.

4) Activities involving the restoration of the natural function and appearance of karst features are not to be considered development for the purpose of this policy. Best Management Practices and design standards for karst feature restoration shall be incorporated in the Land Development Code.

45) Non-residential development shall use joint or shared access and shared parking to the maximum extent feasible in order to minimize impervious surfaces. Any parking lots with more than 50 spaces shall be designed with a minimum of twenty (20) percent of the parking spaces in pervious area;

~~5~~6) Design of parking lots, sidewalks, buildings, and other impervious surfaces shall minimize connections between impervious surfaces, through techniques such as:

(a) Directing flows from roof drains to vegetated areas or rain barrels or cisterns for reuse;
(b) Directing flows from paved areas to vegetated areas;
Locating impervious surfaces so that they drain to vegetated buffers or natural areas; and
(c) Breaking up flow directions from large paved surfaces.

~~6~~7) Porous pavement materials, pervious concrete, and pervious asphalt may be used to minimize the amount of impervious surface within new development and redevelopment.

~~7~~8) Definitions:

(a) **Spring:** A point where underground water emerges onto the Earth's surface. For this reason the County does not consider a karst window to be a spring.

(b) **1st magnitude spring** – A spring category based on the volume of flow per unit of time greater than 100 cubic feet per second or 64.6 million gallons per day.

(c) **2nd magnitude spring** – A spring category based on the volume of flow per unit of time from 10 to 100 cubic feet per second or 6.46 to 64.6 million gallons per day.

(d) **Smaller spring-** A spring with a volume of flow smaller than 6.46 million gallons per day.

(e) **Spring run-** A body of flowing water that originates from a karst spring whose primary (> 50 %) source of water is from a spring, springs, or spring group.

NOTE: For example, the Wakulla River, where the predominate source of water is from Wakulla Springs, is a spring run. However, further downstream, where surface water tributaries and drainage, contribute 50 % or greater of the flow, the Wakulla River is no longer considered a spring run. A detailed hydrogeologic study may be necessary to identify boundaries of a spring run vs. river or stream.

(f) **Sinkhole** – A land-form created by subsidence of soil, sediment or rock as underlying strata are dissolved by ground water.

NOTE: sinkholes may be directly (karst window) or indirectly connected to the aquifer or disconnected by the presence of a confining layer of soil or rock (clay) that no longer allows water to permeate below this layer. The latter may be expressed as a relic sinkhole or lake, depression in the land surface, or loose soils in the subsurface.

(g) **Swallet or swallow hole** – A place where water disappears underground in a limestone region. A swallow hole generally implies water loss in a closed depression or sinkhole, whereas a swallet may refer to water loss from a disappearing stream or streambed, even though there is no depression.

(h) **Karst features**: A term describing landforms that have been modified by dissolution of soluble rock (limestone or dolostone). These include springs, spring runs, sink holes, and swallets or swallow holes.

(i) **Recharge Area**- The area where water predominantly flows downward through the unsaturated zone to become groundwater.
(source: Univ. Of Nebraska-School of Natural Resources.)

ORDINANCE NUMBER 2012-__

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA; AMENDING AND REVISING POLICY 13.1 OF THE CONSERVATION ELEMENT OF THE WAKULLA COUNTY COMPREHENSIVE GROWTH MANAGEMENT PLAN, AS ADOPTED BY ORDINANCE NO. 10-05, AS AMENDED; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING SEVERABILITY AND FOR FILING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Wakulla County Board of County Commissioners is empowered to adopt Ordinances pursuant to Chapter 125.66, Florida Statutes; and

WHEREAS, Chapter 163, Part II, Florida Statutes, the Community Planning Act (the "Act"), empowers and requires the Wakulla County Board of County Commissioners to: (a) plan for the County's future development and growth; (b) adopt and amend comprehensive plans or elements or portions thereof, to guide the future growth and development of the County; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations or elements thereof; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and

WHEREAS, the Wakulla County Planning Commission has been established and designated as the Local Planning Agency (LPA) for unincorporated Wakulla County, Florida, pursuant to section 163.3174, Florida Statutes; and

WHEREAS, the LPA and the Board have in the preparation of the Text Amendment to the Comprehensive Growth Management Plan performed or caused to be performed the collection of appropriate data, the holding of such public hearings, workshops and meetings as necessary, and have effectively provided for public participation, notice, broad dissemination of proposals and alternatives, opportunity for written comments, open discussion, communication programs, information services, considerations of, and response to, public and official comments; and

WHEREAS, the Wakulla County Board of County Commissioners (Board) held its transmittal hearing to consider the recommendation of the Local Planning Agency on June 4, 2012, and transmitted the proposed Text Amendment to the Department of Economic Opportunity ("DEO"), in its role as the State land planning agency, and to other State review agencies; and

WHEREAS, the DEO, by letter dated _____, notified the County of receipt of the Amendment; and

WHEREAS, [comments/no comments] were received from DEO or other reviewing agency within 30 days of receipt of the Amendment; and

WHEREAS, on or about _____, the County scheduled and advertised the adoption hearing for the Text Amendment to the Comprehensive Growth Management Plan in The Wakulla News, a local newspaper of general circulation, for _____; and

WHEREAS, on or about _____, the Board held a duly advertised public hearing in accordance with Section 163.3184, Florida Statutes, to consider and receive all oral and written comments relating to the proposed Text Amendment, including the data collection and analyses package, the Wakulla County Planning Commission recommendations; and

WHEREAS, in exercise of its statutory authority, the Wakulla County Board of County Commissioners has determined it necessary and desirable to adopt the amended version of the Comprehensive Growth Management Plan's Conservation Element Policy 13.1 pertaining to karst features to further preserve and enhance present advantages; encourage the most appropriate use of land, water, and natural resources consistent with public interest; overcome present handicaps; and deal effectively and efficiently with future growth and problems that may result from the use and development of land within Wakulla County, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY FLORIDA, AS FOLLOWS:

Section 1. Purpose and Intent.

This Ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in, the Community Planning Act, Chapter 163, Part II, Florida Statutes, Chapter 125, Florida Statutes, and the Wakulla County Home Rule Charter.

Section 2. Amendment to Comprehensive Growth Management Plan.

(A) The Board of County Commissioners of Wakulla County, Florida, hereby amends and revises Policy 13.1 of the Conservation Element of the Wakulla County Comprehensive Growth Management Plan, as adopted by Ordinance No. 10-05, as amended, attached hereto as Attachment A and incorporated herein by reference.

(B) The amendment was fully considered after a public hearing pursuant to legal notice duly published as required by law.

(C) To make the Wakulla County Comprehensive Growth Management Plan available to the general public, a certified copy of this Ordinance, the Comprehensive Growth Management Plan, and any Amendments thereto, shall be located in the Wakulla County Planning and Community Development Department, located at 3095 Crawfordville Highway, mailing address 3093 Crawfordville Highway, Crawfordville, Florida, 32327. The Planning and Community Development Department, through its Director, shall make copies available for public inspection, and provide duplication for a reasonable publication and copy charge.

Section 3. Applicability and Effect.

The applicability and effect of the Wakulla County Comprehensive Growth Management Plan shall be as provided by the Community Planning Act, Chapter 163, Part II, Florida Statutes, and this Ordinance. Except to the extent amended herein, the Comprehensive Growth Management Plan is hereby ratified, confirmed, and remains in full force and effect.

Section 4. Severability.

If any provision or portion of this Ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all the remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 5. Filing.

A Certified Copy of this Ordinance, as well as Certified Copies of the Wakulla County Comprehensive Growth Management Plan, and subsequent Amendments thereto, shall be filed with the Wakulla County Clerk of the Circuit Court.

Section 6. Effective Dates.

(A) The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies Wakulla County that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

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(B) A certified copy of this Ordinance shall be filed in the Department of State within ten (10) days after enactment by the Board and the Ordinance shall take effect as provided by law.

PASSED AND DULY ADOPTED this _____ day of _____, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA

By: _____
Alan Brock, Chair

ATTEST:

_____
BRENT X. THURMOND, Ex Officio
Clerk to the Board

APPROVED AS TO CONTENT AND FORM:

_____
Heather Encinosa, Esq.
County Attorney

DRAFT

"Attachment A"

Objective 13: Protect Karst Features within the County through the use of design standards and buffers.

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Locating impervious surfaces so that they drain to vegetated buffers or natural areas; and

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(i) **Recharge Area**- The area where water predominantly flows downward through the unsaturated zone to become groundwater.
(source: Univ. Of Nebraska-School of Natural Resources.)

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 22, 2012
To:	Honorable Chairman and Members of the Board
From:	Brent X. Thurmond, Clerk of Court
Subject:	Approval of Minutes from the May 21, 2012 Regular Board Meeting

Statement of Issue:
This agenda item requests Board review and approval of the minutes of the May 21, 2012 Regular Board Meeting (Attachment #1).

Options:
1. Approve the minutes of the May 21, 2012 Regular Board Meeting.
2. Do not approve minutes.
3. Board direction.

Recommendation:
Option #1

Attachment(s)
1. Draft of Minutes – May 21, 2012 Regular Board Meeting.

Draft
Board of County Commissioners
Regular Public Meeting
Monday, May 21, 2012

The Board of County Commissioners in and for Wakulla County met for a Regular Scheduled Board Meeting on Monday, May 21, 2012 with Chairman Alan Brock presiding. Present were Commissioners Randy Merritt, Lynn Artz, Jerry Moore, and Mike Stewart. Also, present were County Administrator David Edwards, County Attorney Heather Encinosa, and Chief Deputy Clerk Greg James

Invocation – provided by Commissioner Stewart

Pledge of Allegiance – led by Commissioner Brock

Approval of Agenda - Changes: Commissioner Artz adding brief discussion and pulling item #6; County Attorney pulling item #5 from Consent Agenda. Stewart motion to approve with changes; Merritt 2nd; all for motion carried, 5/0.

(CD5:02) Public Hearing
(1) Request Board Approval to Conduct a Public Hearing and Adopt Proposed Ordinance Extending the Local Option Fuel Tax – Motion – Merritt motion as written; modified to 5 yrs extension after discussion
2nd – Artz 2nd; 2nd with motion modification
Discussion: Ralph Thomas – why is extension for 30 yrs?

(CD5:06) Public Hearing
(2) Request Board Approval to Conduct Public Hearing and adopt Proposed Ordinance Pertaining to Construction Standards for Streets and Standards for Dedication and Acceptance of Subdivision Roads
This item has been tabled to a future meeting

Awards and Presentations
(CD5:06) APA –CPAT Technical Assistance (Wakulla Gardens; Retrofit Challenge) Commissioner Artz – Wakulla Gardens engineering team
(CD5:09) Commissioner Artz – Sustainable Communities program at Library Tuesday 6/5/12 – 6-8 pm
(CD5:10) Commissioner Brock – Solid Waste exemption deadline announcement, hardship applications are due by June 5th

(CD5:11) Consent Agenda – Merritt motion to approve as modified; Stewart 2nd; all for 5-0 with modifications
3. Approval of Minutes - May 7, 2012 Regular Board Meeting
Approve – May 7, 2012 Board Meeting minutes

4. Approval of Payment of Bills and Vouchers submitted for May 3, 2012 – May 16, 2012
Approve – Payment of Bills and Vouchers submitted for May 3 – May 16, 2012

7. Request Board Approval to Adopt a Resolution Regarding the 2012-2015 SHIP Local Housing Assistance Plan
Approve – to adopt a Resolution regarding the 2012-2015 SHIP Local Housing Assistance Plan

13. Request Board Approval to Submit an Application for the Georgia Pacific Grant in the Amount of $5,000.00
Approve – to submit an Application for the Georgia-Pacific Bucket Brigade Fire/Rescue Grant

Consent Items Pulled for Discussion - #5 & #6
(CD5:11) 5. Request Board Approval of Amended MOU between the University of Florida, IFAS Extension and Wakulla County – Pulled for discussion

The County Attorney wants Section 4 modified so UF/IFAS can't change or increase salaries without our consent – Merritt motion as modified by Attorney; Artz 2nd; all for 5-0 approved.

(CD5:13) 6. Request Board Approval to Adopt a Resolution Regarding the 2012 Fair Market Rents as Published by HUD as the Payment Standards for the Housing Choice Voucher Program (Section 8) – Pulled for discussion
Artz has question concerning application of 100% of rent rates vs. 90% of rent rates. Esrone McDaniels discussed reasoning behind rates. He recommends adopting 100% of current rates and changing rate to 90% in January 2013 for the October 2012 new federal rates. Artz motion to approve as published; Merritt 2nd for discussion; current motion will only include current rates at 100% - all for 5-0.

General Business
(CD5:30) 8. Request Board Approval of an Infrastructure Plan for Wakulla Gardens – agenda item not in the book.
County Administrator discussion regarding short term and long term plans. Merritt motion to approve ballot going out to Wakulla Gardens residents on June 2, 2012; Stewart 2nd; all for 5-0.

CITIZENS TO BE HEARD
(CD6:37) 1. Virginia Brock – League of Women Voter's Public Records Meeting at Library at 7pm on June 7, 2012.

(CD6:50) 9. Request Board Approval to Appoint Citizen to the North West Florida Transportation Corridor Authority
County Administrator outlined agenda and listed 4 persons interested - Motion by Merritt to appoint Scott Gaby; Stewart 2nd – for discussion. Artz spoke for Delaney and Seidler; Moore spoke for Parham; Brock spoke for Gaby; Stewart spoke for Gaby and Parham. All for 5-0.

(CD6:55) 10. Request Board Approval of the Proposed Potential Coastal Improvement Projects for Wakulla County and Approve Staff to Submit to Florida Department of Environmental Protection for Funding
County Attorney outlined agenda item and list of projects for NRDA through BP funding with Shell Pt & Mashes Sands taking priority because DEP submitted those on our behalf. Alternate funding may come through Federal RESTORE act funding for remaining items on list. Merritt Motion to approve list; Stewart 2nd. Friendly amendment to Motion by Brock noting that sewer at Live Oak Island and Panacea should be on the list. All for 5-0.

(CD7:14) 11. Request Board Approval to Re-Schedule BOCC Workshops for June 26th and 28th, 2012 Merritt Motion to approve; Stewart 2nd. All for 5-0.

(CD7:14) 12. Request Board Acceptance of the Legislative Update Report
Tim outlined report. Artz Motion to approve; Merritt 2nd. All for 5-0.

(CD7:22) 17. Request Board direction on Tax Initiatives
Discussion by County Administrator. Wakulla 2020, Children Services Council and Extension of 1Cent Sales Tax have all been discussed in recent months as being added to ballots in near future. Need Board direction on priority. Consensus was that 2020 plan should not be on ballot before 1 Cent Sales Tax. Children Services Council needs to be better organized and have more community support before it can be put on ballot.

Merritt Motion to have no ballot initiative on 2012; Stewart 2nd. Merritt & Stewart for, Artz, Brock & Moore opposed, and motion fails, 2/3. Wakulla 2020 will continue to work toward November ballot for ½ cent infrastructure sales tax

Commissioner Agenda Items

14. Commissioner Stewart
(CD7:54) a. Economic Development Tax Credit – Stewart motion to direct Staff to develop an Ordinance and Ballot Summary for the Economic Development Ad Valorem Tax Exemption Program and authorize Staff to schedule and advertise a Public Hearing on this matter; Merritt 2nd – All for 5-0.

15. Commissioner Brock
(CD7:56) a. Summerwood Road Next Steps – Stewart motion to direct County Attorney to work with Summerwood property owners and public works to take over the roadway and maintenance of Summerwood Road; Artz 2nd – with modification that no capital funds be spent on improvement – maintenance costs only. All for 5-0.

16. Commissioner Artz
(CD8:14) a. Letter of Support for Healing Arts Grant – Artz motion to authorize the Chairman to sign a letter of support and REDI match waiver request for HAWC's Culture Builds Florida seed funding proposal; Stewart 2nd – All for 5-0.

(CD8:15) b. Wakulla County Coalition for Youth (WCCY) Update – Artz motion to ratify updates; Merritt 2nd – All for 5-0.

County Attorney - 0

County Administrator
a. OBBT Phase 4 Update – This was put on the street for bidding, awarding to start in July.

Discussion Issues by Commissioners
Commissioner Moore
(CD8:16) Auctioneer for Wild Turkey Federation on Saturday and any organization that would like to do a fundraiser he will be happy to do an auction for that organization.

Commissioner Merritt
(CD8:16) Spoke with Mayor Marks regarding sewer in Wakulla Station Area and would like to have the County Administrator accompany him for future talks regarding water and sewer.

(CD8:19) ½ cent sales tax on referendum – time line for projects and ballot language

Commissioner Stewart – requesting that the Planning Director bring clarification back regarding road side vendors as soon as possible

There being no further business to come before the Board; Commissioner Merritt moved to adjourn; second by Commissioner Stewart and the motion carried unanimously, 5-0

8:21 p.m. meeting concluded.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 25, 2012
To:	Honorable Chairman and Members of the Board
From:	Brent X. Thurmond, Clerk of Court
Subject:	Approval of Minutes from the May 17, 2012 Wakulla Bike, Ped, and Blueways Facilities Master Plan Workshop

Statement of Issue:
This agenda item requests Board review and approval of the minutes of the May 17, 2012 Bicycle, Pedestrian, and Blueways Master Plan Workshop (Attachment #1).

Options:
1. Approve the minutes of the May 17, 2012 Wakulla Bike, Ped, and Blueways Facilities Master Plan Workshop.
2. Do not approve minutes.
3. Board direction.

Recommendation:
Option #1

Attachment(s)
4. Draft of Minutes – Wakulla Bike, Ped, and Blueways Facilities Master Plan Workshop.

Board of County Commissioners
Workshop: Bicycle, Pedestrian and Blueways Facilities
Master Plan and Proposed Plan Recommendations
May 17, 2012

The Board of County Commissioners in and for Wakulla County met for a Workshop on Thursday, May 17, 2012 with Chairman Alan Brock presiding. Present were Commissioners Lynn Artz and Jerry Moore. Commissioner Merritt and Stewart were absent. Also, present were County Administrator David Edwards, Assistant County Attorney Bethany Burgess, and Deputy Clerk Evelyn Evans.

5:00 p.m. Chairman Brock called the Workshop to order.

The purpose of the workshop is to discuss the work that has been done on the Bicycle, Pedestrian and Blueways Facilities Master Plan and the proposed recommendations coming from the Master Plan.

In 2009, Wakulla County submitted to Capital Region Transportation Planning Agency (CRTPA) an application to fund a Wakulla County Bicycle and Pedestrian Facilities Master Plan under the Transportation Enhancement Program. FDOT agreed to fund the project application for $120,000 and included the project in the FDOT Work Program for FY 2011-2012. CRTPA staff was able to identify a means to advance funding of the project to start in FY 2010-2011.

On June 21, 2011 the Board awarded RFP #2011-15 for the Bicycle and Pedestrian Facilities Master Plan to Kimley-Horn and Associates, Inc. John Sewell of Kimley-Horn provided a power point presentation and provided information regarding the preliminary recommendations for the Plan and asked for suggestions and input. They will be bringing a full plan back for review by the Board at a future date.

The Master Plan builds on existing transportation facilities and identifies and proposes projects to develop a viable transportation network for bicyclists and pedestrians in Wakulla County. An assessment of Blueways facilities was also included in addition to bicycle and pedestrian facilities, as Blueways were identified as viable recreational and ecotourism opportunities.

The US 98 Corridor is a vital part of the Capital City to Sea Loop Trail and is divided into seven segments that will pass through Panacea and Medart and cross the Wakulla and St. Marks Rivers.

Signage will be put up on Rehwinkel Road to show that bicyclists are sharing the road.

The mobile app is part of the marketing plan and is an eco-tourism app. The County will own this app and it can be expanded and updated. It is currently in the Apple app store for its approval. The Board will be provided an email once the app is approved.

There being no further business to come before the Board, the meeting was adjourned by order of the Chairman at 6:30 p.m.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 22, 2012
To:	Honorable Chairman and Members of the Board
From:	Brent X. Thurmond, Clerk of Court
Subject:	Approval for Payment of Bills and Vouchers Submitted for May 17, 2012 – May 30, 2012

Statement of Issue:
This agenda item requests Board approval for payment of bills and vouchers submitted for May 17, 2012 – May 30, 2012

Background:
It is the policy of the Board to pre-approve payment of bills and vouchers prior to the actual release of funds.

Options:
1. Approve payment of bills and vouchers submitted for May 17, 2012 – May 30, 2012.
2. Do not approve payment of bills and vouchers.
3. Board direction.

Recommendation:
Option #1

Attachment(s)
1. Statement of bills and vouchers submitted for May 17, 2012 – May 30, 2012.

WAKULLA CO BOCC

Check/Voucher Register - BOCC Check Register by Vendor

From 5/17/2012 Through 5/30/2012

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
3 Y Outdoor Equipment	18501	WPRD-MOWING SUPPLIES EXMARK	5/30/2012	154140	155.67
3 Y Outdoor Equipment	18881	WPRD-MOWING SUPPLIES CLIPPER	5/30/2012		487.86
3 Y Outdoor Equipment	19954	WPRD-REPAIR CLIPPER	5/30/2012		613.75
3 Y Outdoor Equipment	19955	WPRD-MOWING REPAIR CLIPPER	5/30/2012		80.85
3 Y Outdoor Equipment	20416	PUBW-CHAIN FOR SAW	5/30/2012		60.00
3 Y Outdoor Equipment	21072	PUBW-WEED EATER STRING	5/30/2012		35.88
3 Y Outdoor Equipment	21192	PUBW-BAR OIL	5/30/2012		70.10
				Total 154140	1,504.11
Total 3 Y Outdoor Equipment					1,504.11
3M Electronic Monitoring	R-7100	PROB-GPS MONITORING 3-1-12 TO 03-31-12	5/30/2012	154185	556.03
				Total 154185	556.03
Total 3M Electronic Monitoring					556.03
AAG Electric Motors & Pumps, Inc.	17424B	WAST-GASKETS FOR PUMP AT WWTP	5/30/2012	154186	336.95
				Total 154186	336.95
Total AAG Electric Motors & Pumps, Inc.					336.95
Ace Home Center/NAPA	K94614	WAST-LOCKTITE,STRAPS FOR L/S'S	5/30/2012	154187	20.97
				Total 154187	20.97
Ace Home Center/NAPA	066117	PUBW-BELT & IDLER FOR RB16	5/30/2012	154141	44.95
Ace Home Center/NAPA	066121	PUBW-Swapped for correct one, belt	5/30/2012		0.59
Ace Home Center/NAPA	066154	PUBW-OIL SEAL FOR RB4	5/30/2012		5.45
Ace Home Center/NAPA	066201	WAST-HYDRAULIC HOSE WW4	5/30/2012		30.55
Ace Home Center/NAPA	066234	PUBW-HYDRAULIC HOSE RB48	5/30/2012		36.64
Ace Home Center/NAPA	066333	PUBW-AIR FILTER M5	5/30/2012		7.83
Ace Home Center/NAPA	066340	PUBW-HYDRAULIC FILTER M5	5/30/2012		7.24
Ace Home Center/NAPA	066407	WAST-ALTERNATOR WW9	5/30/2012		123.19
Ace Home Center/NAPA	K94242	WAST-WASP SPRAY, ANT KILLER	5/30/2012		40.94
				Total 154141	297.38
Total Ace Home Center/NAPA					318.35
Advanced Business Systems	120554	PROB-ANNUAL LEXMARK CONTRACT 5/11/12 TO 5/11/13	5/30/2012	154142	600.00
				Total 154142	600.00
Total Advanced Business Systems					600.00
AFLAC	JUN12 Aflac	BOCC-Employee Life Insurance	5/25/2012	154077	521.46

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154077	521.46
Total AFLAC					521.46
AMERICAN BUSINESS SOFTWARE, INC.	120982	WAST-MONTHLY SUPPORT FOR SEWER BILLING SOFTWARE	5/30/2012	154143	80.00
				Total 154143	80.00
Total AMERICAN BUSINESS SOFTWARE, INC.					80.00
American General Ins	JUN12 AGI/EE	BOCC-Employees Life Ins Premium	5/25/2012	154078	1,296.24
				Total 154078	1,296.24
Total American General Ins					1,296.24
American Safety & Health Institute	168999	AMBU-PALS STUDENT WORKBOOKS	5/30/2012	154144	149.75
				Total 154144	149.75
Total American Safety & Health Institute					149.75
ANYTIME ELECTRIC INC	2419	AMBU-REPAIR OVERHEAD CEILING LIGHT STA3	5/30/2012	154145	99.00
				Total 154145	99.00
Total ANYTIME ELECTRIC INC					99.00
Applied Technology Solutions	5649	WAST-MONTHLY SETUP FOR SEWER BILLING	5/30/2012	154146	220.00
				Total 154146	220.00
Total Applied Technology Solutions					220.00
AT&T	0304512262001MY12	WPRD-LONG DIST SERVICE OFFICE	5/30/2012	154147	63.75
				Total 154147	63.75
Total AT&T					63.75
Bank of America - Purchasing Card	MAY12-cburns1	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012	154076	62.41
Bank of America - Purchasing Card	MAY12-cburns2	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		75.33

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Bank of America - Purchasing Card	MAY12-cburns3	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		27.87
Bank of America - Purchasing Card	MAY12-cfrank4	MAY12- P-Card UNITYFAX COM	5/24/2012		6.99
Bank of America - Purchasing Card	MAY12-cfrank5	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		24.94
Bank of America - Purchasing Card	MAY12-cskipper6	MAY12- P-Card OFFICE DEPOT #1214	5/24/2012		10.63
Bank of America - Purchasing Card	MAY12-ddubose7	MAY12- P-Card BIG BEND SHRM	5/24/2012		99.00
Bank of America - Purchasing Card	MAY12-ddubose8	MAY12- P-Card BIG BEND SHRM	5/24/2012		50.00
Bank of America - Purchasing Card	MAY12-dedwards9	MAY12- P-Card FLORIDA ASSOCIATION OF	5/24/2012		325.00
Bank of America - Purchasing Card	MAY12-DJones110	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		9.14
Bank of America - Purchasing Card	MAY12-DJones111	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		184.00
Bank of America - Purchasing Card	MAY12-dmitchell12	MAY12- P-Card CHEMICAL AND JANITORIAL S	5/24/2012		131.00
Bank of America - Purchasing Card	MAY12-dmitchell13	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		16.08
Bank of America - Purchasing Card	MAY12-dmitchell14	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		29.51
Bank of America - Purchasing Card	MAY12-dmitchell15	MAY12- P-Card CHEMICAL AND JANITORIAL S	5/24/2012		216.40
Bank of America - Purchasing Card	MAY12-dmitchell16	MAY12- P-Card GULF COAST LUMBER CRAWF	5/24/2012		70.19
Bank of America - Purchasing Card	MAY12-dmitchell17	MAY12- P-Card GULF COAST LUMBER CRAWF	5/24/2012		25.98
Bank of America - Purchasing Card	MAY12-dmitchell18	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		40.04
Bank of America - Purchasing Card	MAY12-dmitchell19	MAY12- P-Card GULF COAST LUMBER CRAWF	5/24/2012		44.13
Bank of America - Purchasing Card	MAY12-dmitchell94	MAY12- P-Card SSG SPORT SUPPLY GROUP	5/24/2012		156.52
Bank of America - Purchasing Card	MAY12-icarroll20	MAY12- P-Card HARVEST PRINTING A	5/24/2012		630.00
Bank of America - Purchasing Card	MAY12-icarroll21	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		12.16
Bank of America - Purchasing Card	MAY12-icarroll22	MAY12- P-Card CHEMICAL AND JANITORIAL S	5/24/2012		129.00
Bank of America - Purchasing Card	MAY12-icarroll23	MAY12- P-Card HOWARD JOHNSON	5/24/2012		320.00
Bank of America - Purchasing Card	MAY12-jgerhardt24	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		18.96
Bank of America - Purchasing Card	MAY12-jgerhardt25	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		17.47
Bank of America - Purchasing Card	MAY12-jgerhardt26	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		45.94
Bank of America - Purchasing Card	MAY12-jgerhardt27	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		6.99
Bank of America - Purchasing Card	MAY12-jgerhardt28	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		39.98
Bank of America - Purchasing Card	MAY12-jgerhardt29	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		1.99
Bank of America - Purchasing Card	MAY12-jgerhardt30	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		11.97
Bank of America - Purchasing Card	MAY12-jgerhardt31	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		14.99
Bank of America - Purchasing Card	MAY12-jgerhardt32	MAY12- P-Card THE HOME DEPOT #6374	5/24/2012		69.97
Bank of America - Purchasing Card	MAY12-jgerhardt33	MAY12- P-Card REXEL1044	5/24/2012		323.99
Bank of America - Purchasing Card	MAY12-jgerhardt34	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		3.45
Bank of America - Purchasing Card	MAY12-jgerhardt35	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		4.28
Bank of America - Purchasing Card	MAY12-jgerhardt36	MAY12- P-Card THE HOME DEPOT #6374	5/24/2012		66.27

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Bank of America - Purchasing Card	MAY12-jgerhardt37	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		197.61
Bank of America - Purchasing Card	MAY12-jgerhardt38	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		31.43
Bank of America - Purchasing Card	MAY12-jgerhardt39	MAY12- P-Card HOMEDEPOT.COM	5/24/2012		318.00
Bank of America - Purchasing Card	MAY12-jwelch40	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		6.39
Bank of America - Purchasing Card	MAY12-lharrison41	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		22.04
Bank of America - Purchasing Card	MAY12-llamarche58	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		3.49
Bank of America - Purchasing Card	MAY12-llamarche59	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		79.98
Bank of America - Purchasing Card	MAY12-mmorgan60	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		5.99
Bank of America - Purchasing Card	MAY12-mmorgan61	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		523.00
Bank of America - Purchasing Card	MAY12-nbritt195	MAY12- P-Card SSG SPORT SUPPLY GROUP	5/24/2012		257.85
Bank of America - Purchasing Card	MAY12-nbritt196	MAY12- P-Card SSG SPORT SUPPLY GROUP	5/24/2012		26.32
Bank of America - Purchasing Card	MAY12-pbennett42	MAY12- P-Card OFFICE DEPOT #1214	5/24/2012		38.24
Bank of America - Purchasing Card	MAY12-pbennett43	MAY12- P-Card JACKSON-HIRSH, INC.	5/24/2012		172.71
Bank of America - Purchasing Card	MAY12-pjoy1244	MAY12- P-Card OFFICE DEPOT #1214	5/24/2012		68.60
Bank of America - Purchasing Card	MAY12-pjoy1245	MAY12- P-Card PAYPAL COOLSTUFF	5/24/2012		21.49
Bank of America - Purchasing Card	MAY12-pjoy1246	MAY12- P-Card OFFICE DEPOT #1214	5/24/2012		27.66
Bank of America - Purchasing Card	MAY12-pjoy1247	MAY12- P-Card OFFICE DEPOT #1214	5/24/2012		64.88
Bank of America - Purchasing Card	MAY12-pjoy1248	MAY12- P-Card OFFICE DEPOT #1214	5/24/2012		1.39
Bank of America - Purchasing Card	MAY12-proberts49	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		23.94
Bank of America - Purchasing Card	MAY12-sjoyner50	MAY12- P-Card JANWAY COMPANY USA INC	5/24/2012		400.80
Bank of America - Purchasing Card	MAY12-sjoyner51	MAY12- P-Card JANWAY COMPANY USA INC	5/24/2012		195.65
Bank of America - Purchasing Card	MAY12-sjoyner52	MAY12- P-Card USPS 11189003333009606	5/24/2012		12.85
Bank of America - Purchasing Card	MAY12-sjoyner53	MAY12- P-Card WM SUPERCENTER#3307	5/24/2012		52.18
Bank of America - Purchasing Card	MAY12-sjoyner54	MAY12- P-Card ACE HDWE APPL & AUTO	5/24/2012		51.99
Bank of America - Purchasing Card	MAY12-sjoyner62	MAY12- P-Card Amazon.com	5/24/2012		17.99
Bank of America - Purchasing Card	MAY12-sjoyner63	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		160.72
Bank of America - Purchasing Card	MAY12-sjoyner64	MAY12- P-Card Amazon.com	5/24/2012		(1.00)
Bank of America - Purchasing Card	MAY12-sjoyner65	MAY12- P-Card Amazon.com	5/24/2012		35.62
Bank of America - Purchasing Card	MAY12-sjoyner66	MAY12- P-Card Amazon.com	5/24/2012		16.99
Bank of America - Purchasing Card	MAY12-sjoyner67	MAY12- P-Card AMAZON MKTPLACE PMTS	5/24/2012		10.69
Bank of America - Purchasing Card	MAY12-sjoyner68	MAY12- P-Card Amazon.com	5/24/2012		16.99
Bank of America - Purchasing Card	MAY12-sjoyner69	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		596.65
Bank of America - Purchasing Card	MAY12-sjoyner70	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		17.70
Bank of America - Purchasing Card	MAY12-sjoyner71	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		14.09
Bank of America - Purchasing Card	MAY12-sjoyner72	MAY12- P-Card AMAZON MKTPLACE PMTS	5/24/2012		32.92
Bank of America - Purchasing Card	MAY12-sjoyner73	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		130.53
Bank of America - Purchasing Card	MAY12-sjoyner74	MAY12- P-Card Amazon.com	5/24/2012		10.98
Bank of America - Purchasing Card	MAY12-sjoyner75	MAY12- P-Card Amazon.com	5/24/2012		15.49
Bank of America - Purchasing Card	MAY12-sjoyner76	MAY12- P-Card Amazon.com	5/24/2012		14.99

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Bank of America - Purchasing Card	MAY12-sjoyner77	MAY12- P-Card AMAZON MKTPLACE PMTS	5/24/2012		15.97
Bank of America - Purchasing Card	MAY12-sjoyner78	MAY12- P-Card Amazon.com	5/24/2012		15.49
Bank of America - Purchasing Card	MAY12-sjoyner79	MAY12- P-Card Amazon.com	5/24/2012		24.95
Bank of America - Purchasing Card	MAY12-sjoyner80	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		59.89
Bank of America - Purchasing Card	MAY12-sjoyner81	MAY12- P-Card OFFICE DEPOT #1214	5/24/2012		384.82
Bank of America - Purchasing Card	MAY12-sjoyner82	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		310.03
Bank of America - Purchasing Card	MAY12-sjoyner83	MAY12- P-Card Amazon.com	5/24/2012		46.17
Bank of America - Purchasing Card	MAY12-sjoyner84	MAY12- P-Card TALLAHASSEE DEMOCRAT	5/24/2012		18.60
Bank of America - Purchasing Card	MAY12-sjoyner85	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		(19.14)
Bank of America - Purchasing Card	MAY12-sjoyner86	MAY12- P-Card Amazon.com	5/24/2012		20.18
Bank of America - Purchasing Card	MAY12-sjoyner87	MAY12- P-Card DEMCO INC	5/24/2012		450.79
Bank of America - Purchasing Card	MAY12-sjoyner88	MAY12- P-Card AMAZON MKTPLACE PMTS	5/24/2012		9.38
Bank of America - Purchasing Card	MAY12-sjoyner89	MAY12- P-Card Amazon.com	5/24/2012		16.34
Bank of America - Purchasing Card	MAY12-sjoyner90	MAY12- P-Card Amazon.com	5/24/2012		19.39
Bank of America - Purchasing Card	MAY12-sjoyner91	MAY12- P-Card Amazon.com	5/24/2012		3.67
Bank of America - Purchasing Card	MAY12-sjoyner92	MAY12- P-Card INGRAM LIBRARY SERVICES	5/24/2012		67.41
Bank of America - Purchasing Card	MAY12-sjoyner93	MAY12- P-Card DNH GODADDY.COM	5/24/2012		13.17
Bank of America - Purchasing Card	MAY12-smcdermid55	MAY12- P-Card WM SUPERCENTER#1408	5/24/2012		29.64
Bank of America - Purchasing Card	MAY12-stkeeler56	MAY12- P-Card PAYPAL FUTUREISNOW	5/24/2012		25.00
Bank of America - Purchasing Card	MAY12-tchance57	MAY12- P-Card DS WATERS	5/24/2012		29.40
				Total 154076	8,559.55
Total Bank of America - Purchasing Card					8,559.55
BEN WITHERS, INC.	20120527	PUBW-2 LOADS OF TREE DEBRIS	5/30/2012	154188	100.00
BEN WITHERS, INC.	201205272	PUBW-2 LOADS OF TREE DEBRIS	5/30/2012		100.00
				Total 154188	200.00
Total BEN WITHERS, INC.					200.00
Beneficial Florida, Inc.	MAY12 PR2/Green	PAY1-Pay period ending 05/25/2012	5/25/2012	154079	100.00
				Total 154079	100.00
Total Beneficial Florida, Inc.					100.00
Best Value Tire & Wheel Inc	16318	AMBU-6 Tires for Rescue 1	5/30/2012	154184	1,566.78
Best Value Tire & Wheel Inc	16392	AMBU-Replace 6 worn spare tires	5/30/2012		1,138.02
				Total 154184	2,704.80
Total Best Value Tire & Wheel Inc					2,704.80
BUILDING OFFICIALS ASSOC OF FLORIDA, INC.	8671	BLDG-BOAF SITE MEMBER INSPECTORS RENEWAL FOR C.E.U.'S	5/30/2012	154148	250.00

Vendor Name		Invoice Number	Description	Check Date	Check Number	Check Amount
BUILDING OFFICIALS ASSOC OF FLORIDA, INC.		8672	BLDG-CHARLY INGLE AND RALEIGH FEWELL	5/30/2012		250.00
					Total 154148	500.00
Total BUILDING OFFICIALS ASSOC OF FLORIDA, INC.						500.00
CAPITAL HEALTH PLAN		JUN12 CHP/Clk	BOCC-Health Ins. Prem, Clerk	5/25/2012	154080	6,413.94
CAPITAL HEALTH PLAN		JUN12 CHP/EE	BOCC-Payroll deducts	5/25/2012		7,475.02
CAPITAL HEALTH PLAN		JUN12 CHP/ER	BOCC-June 2012 CHP Expense	5/25/2012		2,104.15
CAPITAL HEALTH PLAN		JUN12 CHP/ER	BOCC-June 2012 CHP Expense	5/25/2012		1,846.60
CAPITAL HEALTH PLAN		JUN12 CHP/ER	BOCC-June 2012 CHP Expense	5/25/2012		27,750.19
CAPITAL HEALTH PLAN		JUN12 CHP/ER	BOCC-June 2012 CHP Expense	5/25/2012		2,027.60
CAPITAL HEALTH PLAN		JUN12 CHP/PA	BOCC-Health Ins Premium, Property Appraisers	5/25/2012		3,001.67
CAPITAL HEALTH PLAN		JUN12 CHP/SOE	BOCC-Health Ins Premium, Supervisor of Election	5/25/2012		441.72
CAPITAL HEALTH PLAN		JUN12 CHP/TC	BOCC-Health Ins Premium, Tax Collector	5/25/2012		1,855.39
					Total 154080	52,916.28
Total CAPITAL HEALTH PLAN						52,916.28
Capital Regional Medical Center Atlanta		CORBETT,JAMES	WCSO-LOCAL, Pt#1010860580	5/30/2012	154189	1,122.33
					Total 154189	1,122.33
Total Capital Regional Medical Center Atlanta						1,122.33
CenturyLink	1319	311082128 MY12	BOCC-5 Crum Rd, Panacea	5/30/2012	154191	55.67
CenturyLink	1319	311207650 MY12	BOCC-Courthouse, Monthly Svc	5/30/2012		91.66
CenturyLink	1319	311666540 MY12	BOCC-Elevator Phone	5/30/2012		43.99
CenturyLink	1319	311707553MY12	VFD1-ST. MARKS VFD	5/30/2012		42.65
CenturyLink	1319	311751457 MY12	BOCC-Monthly Svc	5/30/2012		139.22
CenturyLink	1319	311793066 MY12	BOCC-Monthly Svc	5/30/2012		368.88
CenturyLink	1319	311793080my12	VFD1-CRAWFORDVILLE VFD	5/30/2012		105.73
CenturyLink	1319	311831342 MY12	BOCC-Monthly Svc	5/30/2012		596.56
CenturyLink	1319	311834066 MY12	BOCC-12 Crum Rd Panacea	5/30/2012		55.67
CenturyLink	1319	311960887 MY12	BOCC-Board Room, Monthy Phone Svc	5/30/2012		54.22
CenturyLink	1319	312084593 MY12	BOCC-Airport, Monthly Svc	5/30/2012		37.33
CenturyLink	1319	312124956MY12	VFD1-THE SMITH CREEK VFD	5/30/2012		65.75
CenturyLink	1319	312334841 MY12	BOCC-Courthouse, Monthly Phone Service	5/30/2012		37.99
					Total 154191	1,695.32
CenturyLink	1319	311625151MY12	WPRD-48 MOUNDS STREET WOOLLEY	5/30/2012	154149	79.31
CenturyLink	1319	311750856MY12	WPRD-801 MASHES SANDS	5/30/2012		102.98
CenturyLink	1319	311834468MY12	WPRD-79 REC DRIVE OFFICE	5/30/2012		168.07
CenturyLink	1319	312044590my12	WPRD-79 REC DRIVE OFFICE	5/30/2012		156.74
CenturyLink	1319	312250958 MY12	WPRD-8046 Coastal Hwy Newport	5/30/2012		72.02
CenturyLink	1319	312252316 MY12	WPRD-115 Otter Creek Rd PWC	5/30/2012		43.22

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154149	622.34
Total CenturyLink 1319					2,317.66
Chemical & Janitorial Supply	10865	WPRD-SUPPLIES CLEANING	5/30/2012	154150	279.00
				Total 154150	279.00
Total Chemical & Janitorial Supply					279.00
City of Sopchoppy - Water System	13-25APR12	ANIM-ANIMAL SHELTER	5/30/2012	154192	125.78
				Total 154192	125.78
Total City of Sopchoppy - Water System					125.78
COLONIAL LIFE INSURANCE	JUN12 CLI/EE	PAY1-Life Ins Premium	5/25/2012	154081	174.28
				Total 154081	174.28
Total COLONIAL LIFE INSURANCE					174.28
Comcast	09587239751019MY12	WPRD-INTERNET MEDART OFFICE	5/30/2012	154193	107.00
Comcast	09587306337015 MY12	LIBR-Hig Speed Internet	5/30/2012		172.00
Comcast	09587586372013 MY12	WPRD-Monthly Internet, Community Center	5/30/2012		211.90
				Total 154193	490.90
Total Comcast					490.90
COMPBENEFITS COMPANY	JUN12 Dental/EE	PAY1-Dental Ins Premium	5/25/2012	154082	279.42
				Total 154082	279.42
Total COMPBENEFITS COMPANY					279.42
DEPARTMENT OF MANAGEMENT SERVICES	22-275(OYTCFO1)	COC1-MONTHLY SERVICE, APRIL 2012	5/30/2012	154194	1.24
DEPARTMENT OF MANAGEMENT SERVICES	22-607 0YT CNTY-65	CORT-Monthly Svc., April 2012	5/30/2012		0.11
DEPARTMENT OF MANAGEMENT SERVICES	22-607 0YT CNTY-65	CORT-Monthly Svc., April 2012	5/30/2012		1.43
				Total 154194	2.78
Total DEPARTMENT OF MANAGEMENT SERVICES					2.78

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Dito	00002282	PUBD-Google Apps for Business Licenses, 1 Year	5/30/2012	154152	250.00
Dito	00002355	PUBD-Email Archiving & Discovery Licenses, 10 Year	5/30/2012		165.00
				Total 154152	415.00
Total Dito					415.00
DJP Inc-Orkin Pest Control	5272	BOCC-COMM PEST CONTROL SERVICE	5/30/2012	154195	90.00
				Total 154195	90.00
Total DJP Inc-Orkin Pest Control					90.00
EDWIN BROWN & ASSOC.	12-0194	PUBW-RESURVEY FOR FENCING INSTALLION	5/30/2012	154196	1,200.00
				Total 154196	1,200.00
EDWIN BROWN & ASSOC.	12-0193	PUBW-FLAG ROW IN FRONT OF JACKSON PROPERTY	5/30/2012	154153	225.00
				Total 154153	225.00
Total EDWIN BROWN & ASSOC.					1,425.00
FERGUSON ENTERPRISES, INC.	1069864	WAST-MATERIALS FOR MEDART LIFT STATION	5/30/2012	154154	43.43
				Total 154154	43.43
Total FERGUSON ENTERPRISES, INC.					43.43
First Call Truck Parts	63142	PUBW-FILTERS FOR STOCK	5/30/2012	154155	48.88
First Call Truck Parts	63479	PUBW-AIRLINE FOR RB52;STROBE FOR G13	5/30/2012		79.89
First Call Truck Parts	63546	PUBW-FILTERS FOR STOCK;DRUM OF OIL	5/30/2012		767.66
				Total 154155	896.43
Total First Call Truck Parts					896.43
First In Services, LLC	20116	FIRE-COMPLETE ANNUAL PM & SERVICE - ENG. 2	5/30/2012	154156	1,318.15
First In Services, LLC	20117	FIRE-COMPLETE ANNUAL PM & SERVICE- TANKER 2	5/30/2012		917.18
First In Services, LLC	20124	FIRE-BRUSH-8 EMERG REPAIRS UNIT DUMPING FUILD	5/30/2012		1,456.14
First In Services, LLC	20128	FIRE-BRUSH- 3 SHOP SUPPLIES	5/30/2012		239.45
First In Services, LLC	20129	FIRE-HOURS LABOR-TANKER 4	5/30/2012		114.75

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154156	4,045.67
First In Services, LLC	20140	FIRE-ENGINE 12 REPLACE MAIN ENGINE BELT	5/30/2012	154197	775.88
				Total 154197	775.88
Total First In Services, LLC					4,821.55
Flint Equipment Company	B59667	PUBW-WEAR PLATES FOR RB48	5/30/2012	154198	508.14
				Total 154198	508.14
Total Flint Equipment Company					508.14
FLORIDA ASSOCIATION OF COUNTIES TRUST	201250010	OMBU-FAC2389ML NOLES,RICHARD	5/30/2012	154199	1,639.75
				Total 154199	1,639.75
Total FLORIDA ASSOCIATION OF COUNTIES TRUST					1,639.75
FLORIDA DEPARTMENT OF REVENUE	TT-MAR12 (Addtl)	WPRD-Newport Park, Use Tax	5/17/2012	153934	21.74
				Total 153934	21.74
FLORIDA DEPARTMENT OF REVENUE	APR12 Tax Ret	BOCC-Sales Taxes Collected	5/17/2012	153935	42.31
				Total 153935	42.31
FLORIDA DEPARTMENT OF REVENUE	TT-APR12	WPRD-Newport Park, Sales & Use Tax	5/17/2012	153936	439.24
				Total 153936	439.24
Total FLORIDA DEPARTMENT OF REVENUE					503.29
FLORIDA MUNICIPAL INSURANCE TRUST	JUN12 FLA/Barden	BOCC-Retiree Life Ins Premium, Ilene Barden	5/25/2012	154083	4.73
				Total 154083	4.73
Total FLORIDA MUNICIPAL INSURANCE TRUST					4.73
FLORIDA RETIREMENT SYSTEM	Employee 05/12	BOCC-Employee Contributions, 05/2012	5/30/2012	154237	6,345.14
FLORIDA RETIREMENT SYSTEM	Retire 05/12	BOCC-Payroll month 05/2012	5/30/2012		19,561.49

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154237	25,906.63
Total FLORIDA RETIREMENT SYSTEM					25,906.63
FLORIDA U.C. FUND	9975147AR12	BOCC-UNEMPLOYMENT TAX INVOICE REPORTING PERIOD 03/31/12	5/30/2012	154200	6,600.00
				Total 154200	6,600.00
Total FLORIDA U.C. FUND					6,600.00
G. Willie's Uniforms, Inc.	G0012201	AMBU-UNIFORM SHIRTS	5/30/2012	154201	202.40
				Total 154201	202.40
G. Willie's Uniforms, Inc.	G0012122	AMBU-UNIFORMS,TILLMAN	5/30/2012	154157	125.90
				Total 154157	125.90
Total G. Willie's Uniforms, Inc.					328.30
GE CAPITAL	57216524	PROB-LEXMARK COPIER LEASE 5/1/12 TO 6/1/12	5/30/2012	154202	119.00
				Total 154202	119.00
Total GE CAPITAL					119.00
Glass Illusions	463	PUBW-Replace Glass RB17	5/30/2012	154203	460.00
Glass Illusions	464	PUBW-REPLACE DOOR GLASS RB20	5/30/2012		125.00
Glass Illusions	477	PUBW-REPLACE WINDSHIELD SW22	5/30/2012		195.00
				Total 154203	780.00
Total Glass Illusions					780.00
GRAINGER	9828597485	WAST-RELAYS FOR WALMART L/S	5/30/2012	154204	116.60
				Total 154204	116.60
Total GRAINGER					116.60
Home Comfort Industries	368954	FAC1-PANACEA WELCOME CENTER REPLACE BLOWER MOTOR	5/30/2012	154205	260.00
				Total 154205	260.00
Home Comfort Industries	368952	PUBW-REPLACE THERMOSTAT IN OFFICE	5/30/2012	154158	150.00

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154158	150.00
Total Home Comfort Industries					410.00
James D. Johnson, VSO	JJ050612-051012	VETS-Travel/CVSOA Conf at Cocoa Beach	5/30/2012	154159	453.90
				Total 154159	453.90
Total James D. Johnson, VSO					453.90
John Osborn	105910.00	PUBW-DEPOSIT REFUND 32 NUTHATCH TRAIL	5/30/2012	154206	50.00
				Total 154206	50.00
Total John Osborn					50.00
Jones, Edmunds & Associates, Inc.	0228188	PUBW-TO # 13, Medart Compliance Monitoring	5/30/2012	154160	1,391.90
Jones, Edmunds & Associates, Inc.	0228189	PUBW-PROF SVCS FOR LOWER BRIDGE COMPLIANCE MONIT	5/30/2012		5,169.40
Jones, Edmunds & Associates, Inc.	0228465	PUBW-TO # 9, Medart Compliance Monitoring	5/30/2012		3,278.02
Jones, Edmunds & Associates, Inc.	0228466	PUBW-TO # 12, Lower Bridge Compl Monitoring	5/30/2012		2,107.45
Jones, Edmunds & Associates, Inc.	0228467	WAST-TO # 9, WWTP Monitoring	5/30/2012		1,379.63
				Total 154160	13,326.40
Total Jones, Edmunds & Associates, Inc.					13,326.40
Joseph C. Barry, Jr.	119021/08/01/07	HOUS-REPLACEMENT #119021-HOUSING	5/30/2012	154207	555.00
				Total 154207	555.00
Total Joseph C. Barry, Jr.					555.00
KEEP WAKULLA COUNTY BEAUTIFUL	2012-2	PUBW-REIMBURSEMENT FOR PROFESSIONAL SERVICES AND MATERIALS	5/30/2012	154161	1,043.42
				Total 154161	1,043.42
Total KEEP WAKULLA COUNTY BEAUTIFUL					1,043.42
Key Government Finance, Inc.	193180001206	BOCC-Telephone System Lease	5/30/2012	154208	556.93

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154208	556.93
Total Key Government Finance, Inc.					556.93
Kimball Midwest	2436760	PUBW-SHOP SUPPLIES	5/30/2012	154162	624.78
				Total 154162	624.78
Total Kimball Midwest					624.78
Kimley-Horn and Associates, Inc.	4802944	OMBU-OBBT/Phase 3, Phase 4 CEI	5/30/2012	154209	31,490.00
Kimley-Horn and Associates, Inc.	4802944	OMBU-OBBT/Phase 3, Phase 4 CEI	5/30/2012		1,060.00
				Total 154209	32,550.00
Total Kimley-Horn and Associates, Inc.					32,550.00
Laura Beth Graber	APR12-UA,GRABER, L	APR12 HUD Payment	5/29/2012	154093	22.00
				Total 154093	22.00
Total Laura Beth Graber					22.00
Lee Rutledge	106870.00	PUBW-DEPOSIT REFUND 164 FOX RUN CIRCLE	5/30/2012	154210	50.00
				Total 154210	50.00
Total Lee Rutledge					50.00
Linde Gas North America, LLC	45263264	AMBU-OXYGEN	5/30/2012	154163	82.77
				Total 154163	82.77
Total Linde Gas North America, LLC					82.77
MANSFIELD OIL COMPANY	60942	PUBW-DIESEL FUEL	5/30/2012	154164	8,669.68
MANSFIELD OIL COMPANY	60943	PUBW-GASOLINE	5/30/2012		18,600.04
				Total 154164	27,269.72
Total MANSFIELD OIL COMPANY					27,269.72
Martin Marietta Materials	10389249	PUBW-38.52 TONS OF BASE FOR STOCK	5/30/2012	154211	182.59
				Total 154211	182.59

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Total Martin Marietta Materials					182.59
Meritain Health	FL082JUNE2012	CORT-MONTHLY SERVICE FEE-JUNE 2012	5/30/2012	154212	330.00
				Total 154212	330.00
Total Meritain Health					330.00
Nabors, Giblin & Nickerson PA	182 - 050712	BOCC-Legal Fees Rendered, April 2012	5/30/2012	154213	2,087.50
Nabors, Giblin & Nickerson PA	182 - 051112	BOCC-Legal Fees Rendered thru 2/29/12	5/30/2012		16,509.30
				Total 154213	18,596.80
Total Nabors, Giblin & Nickerson PA					18,596.80
Nationwide Retirement Solutions	609234 (052512)	PAY1-PR Deduct PWE 05/25/2012	5/25/2012	154084	670.00
				Total 154084	670.00
Total Nationwide Retirement Solutions					670.00
Office Business Systems	030395	BOCC-MONTHLY COPIES,BASE & EXCESS	5/30/2012	154214	533.52
Office Business Systems	080921	BOCC-SERVICE LABOR	5/30/2012		45.00
Office Business Systems	091737	BOCC-SERVICE REPORT	5/30/2012		45.00
Office Business Systems	130625	BOCC-SERVICE REPORT	5/30/2012		45.00
				Total 154214	668.52
Total Office Business Systems					668.52
Office Depot Cincinnati	609254313001	BOCC-TAPE DISPENSER,DESK PAD	5/30/2012	154215	42.43
Office Depot Cincinnati	609342667001	AMBU-BINDERS	5/30/2012		56.42
Office Depot Cincinnati	609936321001	AMBU-COPY PAPER	5/30/2012		68.60
				Total 154215	167.45
Total Office Depot Cincinnati					167.45
Outdoor Living & Construction, LLC	35461	WPRD-FENCE REPAIR MEDART	5/30/2012	154165	1,940.98
				Total 154165	1,940.98
Total Outdoor Living & Construction, LLC					1,940.98
Panacea Area Water System	2624-00MY12	WAST-11 TOP SAIL WAY	5/30/2012	154216	254.13
				Total 154216	254.13

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Total Panacea Area Water System					254.13
Patricia Foe Holloway	98966/12/01/04	HOUS-REPLACEMENT #98966-RENT ASSISTANCE	5/30/2012	154217	272.00
				Total 154217	272.00
Total Patricia Foe Holloway					272.00
Paul's Pest Control	846827	AMBU-STATION 2 PEST CONTROL	5/30/2012	154166	30.00
				Total 154166	30.00
Total Paul's Pest Control					30.00
PEAVY & SON CONSTRUCTION CO., INC.	720101-2	PUBW-MISC PAVING AND GRADING REHWINKLE ROAD	5/30/2012	154218	795,456.00
				Total 154218	795,456.00
Total PEAVY & SON CONSTRUCTION CO., INC.					795,456.00
PETTY CASH	TDC/PC 041012	TOUR-Petty Cash	5/30/2012	154167	250.00
				Total 154167	250.00
Total PETTY CASH					250.00
Preble-Rish, Inc.	100366	OMBU-WCSO Annex Design	5/30/2012	154168	902.00
Preble-Rish, Inc.	100366	OMBU-WCSO Annex Design	5/30/2012		1,298.00
				Total 154168	2,200.00
Preble-Rish, Inc.	100365	PUBW-ENGINEERING SERVICES 95.02% COMPLETE	5/30/2012	154219	16,000.00
				Total 154219	16,000.00
Total Preble-Rish, Inc.					18,200.00
Preferred Governmental Insurance Trust	COM#34302-9-06\2012	OMBU-AGREEMENT #WC FL1 065106511-13	5/30/2012	154169	5,886.33
				Total 154169	5,886.33
Total Preferred Governmental Insurance Trust					5,886.33
PRINT SOURCE UNLIMITED	6297	WPRD-T-BALL ADD-ON SHIRTS	5/30/2012	154170	157.08

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
PRINT SOURCE UNLIMITED	6417	WPRD-SPRING SOCCER SHIRTS	5/30/2012		1,850.13
PRINT SOURCE UNLIMITED	6418	WPRD-Player Pitch Shirts	5/30/2012		247.05
PRINT SOURCE UNLIMITED	6419	WPRD-SPRING SOCCER ADD-ON SHIRTS	5/30/2012		76.86
				Total 154170	2,331.12
Total PRINT SOURCE UNLIMITED					2,331.12
Progress Energy	1224657097AR12	WAST-78 JERBELOU BOULEVARD	5/30/2012	154172	27.24
Progress Energy	1825735332MY12	WPRD-78 RECREATION DRIVE MEDART	5/30/2012		14.68
Progress Energy	1937497107MY12	WPRD-5 RECREATION DRIVE MEDART	5/30/2012		107.28
Progress Energy	1937929131MY12	WPRD-5 RECREATION DRIVE MEDART	5/30/2012		250.10
Progress Energy	1938073147MY12	WPRD-23 RECREATION DRIVE MEDART	5/30/2012		9.73
Progress Energy	2552311165MY12	WPRD-79 RECREATION DRIVE MEDART	5/30/2012		16.07
Progress Energy	3115401354MY12	WPRD-5 RECREATION DRIVE MEDART	5/30/2012		51.56
Progress Energy	36695 38017 AR12	WAST-3 Tully Avenue	5/30/2012		68.65
Progress Energy	3679186687AR12	WAST-19 JERBELOU BOULEVARD	5/30/2012		30.27
Progress Energy	44581 42155 AR12	WAST-11 Top Sail Way	5/30/2012		73.74
Progress Energy	4650173143AR12	WAST-115 OTTER LAKE ROAD	5/30/2012		161.44
Progress Energy	4927738443MY12	WPRD-78 RECREATION DRIVE MEDART	5/30/2012		183.01
Progress Energy	5837650393MY12	WPRD-905 MASHES SANDS PIER	5/30/2012		17.13
Progress Energy	5911175191ar12	WAST-18 MEDART VFD LANE	5/30/2012		12.70
Progress Energy	6178941276MY12	WPRD-1757 LAWHON MILL ROAD	5/30/2012		99.97
Progress Energy	6403412971MY12	WPRD-48 MOUND ST WOOLLEY	5/30/2012		220.58
Progress Energy	7202677162MY12	WPRD-94 ROCK LANDING BOAT RAMP	5/30/2012		17.83
Progress Energy	7454223189MY12	WPRD-801 MASHES SANDS RESTROOM	5/30/2012		51.67
Progress Energy	7899648079MY12	WPRD-5 RECREATION DRIVE MEDART	5/30/2012		15.85
Progress Energy	8470754224MY12	WPRD-78 RECREATION DRIVE MEDART	5/30/2012		30.03
Progress Energy	8834426236AR12	WAST-84 TAYLOR STREET	5/30/2012		15.73
Progress Energy	8923050139MY12	WPRD-5 RECREATION DRIVE MEDART	5/30/2012		50.97
Progress Energy	9077994470MY12	WPRD-48 MOUND ST WOOLLEY	5/30/2012		37.13
Progress Energy	9661774106MY12	WPRD-5 RECREATION DRIVE MEDART	5/30/2012		11.89
				Total 154172	1,575.25
Progress Energy	0699303501my12	BOCC-5 RECREATION DRIVE,SOUTH SIDE MEDART	5/30/2012	154222	430.55
Progress Energy	1010329022MY12	WAST-152 TURTLE CREEK LANE	5/30/2012		15.49
Progress Energy	1727723481MY12	VFD1-82 MUNICIPAL AVE-SOPCHOPPY VFD	5/30/2012		16.94
Progress Energy	1937641114MY12	BOCC-5 RECREATION DRIVE. MEDART	5/30/2012		3.17
Progress Energy	1938217158MY12	BOCC-79 RECREATION DRIVE	5/30/2012		101.58
Progress Energy	2555396008MY12	BOCC-464 COASTAL HWY, LIGHT FOR AIRPORT	5/30/2012		12.94
Progress Energy	3165435168MY12	BOCC-24 HIGH DRIVE	5/30/2012		44.92
Progress Energy	3166155212MY12	BOCC-196 OCHLOCKONEE STREET	5/30/2012		64.82
Progress Energy	3170763535MY12	BOCC-3046 CRAWFORDVILLE HWY	5/30/2012		11.89
Progress Energy	3170907546MY12	PUBW-3046 CRAWFORDVILLE HWY	5/30/2012		74.90
Progress Energy	3272028362MY12	BOCC-87 SOPCHOPPY HWY TFLT, SCHOOL ZONE	5/30/2012		12.05
Progress Energy	3332130303MY12	VFD1-50 MEDART VFD LN-MEDART FIRE	5/30/2012		92.45
Progress Energy	3375420413MY12	WPRD-5 CRUM DRIVE MARITIME	5/30/2012		31.37
Progress Energy	3681922871MY12	VFD1-7 CLARK DRIVE-PANACEA VFD	5/30/2012		104.08
Progress Energy	3967062507MY12	AIR1-22 TARPINE DRIVE	5/30/2012		12.47
Progress Energy	3990712576MY12	BOCC-2584 COASTAL HWY TFLT,SCHOOL ZONE	5/30/2012		12.14
Progress Energy	4697571005MY12	VFD1-86 MUNICIPAL AVE	5/30/2012		38.90
Progress Energy	5292230431MY12	WAST-28 LOVE STREET LIFT STATION	5/30/2012		73.19

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Progress Energy	5446010381MY12	PUBW-3086 CRAWFORDVILLE HWY	5/30/2012		16.54
Progress Energy	6379914428MY12	BOCC-50 SOPCHOPPY HWY TFLT,SCHOOL ZONE	5/30/2012		11.89
Progress Energy	6407733275MY12	WAST-21 PARADISE LANE	5/30/2012		12.25
Progress Energy	6407877281MY12	PUBW-100 ROCK LANDING ROAD	5/30/2012		22.86
Progress Energy	6412053579MY12	WAST-40 MISSISSIPPI AVENUE	5/30/2012		73.55
Progress Energy	6413925707MY12	WAST-40 LEVY BAY ROAD	5/30/2012		52.02
Progress Energy	6432647004MY12	WAST-230 LEVY BAY ROAD	5/30/2012		14.68
Progress Energy	6433799089MY12	PUBW-47 COASTAL HIGHWAY	5/30/2012		47.36
Progress Energy	6439415475MY12	WAST-13 TIDE CREEK DRIVE	5/30/2012		15.49
Progress Energy	6443015723MY12	WAST-197 MASHES SANDS ROAD	5/30/2012		90.41
Progress Energy	6452808405MY12	WAST-548 MASHES SANDS ROAD	5/30/2012		61.32
Progress Energy	6457128706MY12	WAST-1 BLUE HERON WAY	5/30/2012		42.71
Progress Energy	6618762320MY12	WAST-2278 SURF ROAD	5/30/2012		75.41
Progress Energy	6624234702MY12	WAST-161 RIVER DRIVE	5/30/2012		21.19
Progress Energy	7336342107MY12	WPRD-801 MASHES SANDS PARK	5/30/2012		151.13
Progress Energy	7830592032MY12	WAST-20 KNOTTY PINE STREET	5/30/2012		12.11
Progress Energy	8249792432MY12	WPRD-12 CRUM DRIVE MARITIME	5/30/2012		24.06
Progress Energy	8276762093MY12	WPRD-48 MOUND ST WOOLLEY	5/30/2012		30.96
Progress Energy	8745233432MY12	PUBW-1 TAFFLINGER STOPLIGHT	5/30/2012		12.14
Progress Energy	8976630054MY12	BOCC-2558 COASTAL HWY, FLASHER MEDART	5/30/2012		12.14
Progress Energy	9994620146MY12	WAST-33 SNAILS PACE LANE	5/30/2012		16.43
				Total 154222	1,970.50
Total Progress Energy					3,545.75
QUADMED, INC.	6555	AMBU-GLUCOMETER TEST STRIPS	5/30/2012	154173	279.60
				Total 154173	279.60
Total QUADMED, INC.					279.60
REEVES, DAVID IAN	1333395051809	HOUS-REPLACEMENT #133395-UTILITY ASSISTANCE	5/30/2012	154223	30.00
				Total 154223	30.00
Total REEVES, DAVID IAN					30.00
Rexel	44-414974	WPRD-REPAIR ELECTRICAL WOOLLEY	5/30/2012	154224	226.07
Rexel	44-415569	WPRD-REPAIR ELECTRICAL WOOLLEY	5/30/2012		116.00
				Total 154224	342.07
Rexel	44-415406	WAST-2 Breakers & 6 Contact kits, L/S 16	5/30/2012	154174	413.68
				Total 154174	413.68
Total Rexel					755.75
Roger Perry	5505709/08/06	BOCC-REPLACEMENT #55057 PAYROLL	5/30/2012	154225	48.02

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154225	48.02
Total Roger Perry					48.02
Ruchi Manchanda	104910.00	PUBW-DEPOSIT REFUND	5/30/2012	154226	22.27
				Total 154226	22.27
Total Ruchi Manchanda					22.27
Shelia Bell	95851/06/01/04	HOUS-REPLACEMENT#95851-HOUSING	5/30/2012	154227	179.00
				Total 154227	179.00
Total Shelia Bell					179.00
Shelley Swenson	SS0314TO050312	EXTS-COUNTY TRAVEL	5/30/2012	154175	160.40
Shelley Swenson	SS503TO050712	EXTS-COUNTY TRAVEL	5/30/2012		31.64
				Total 154175	192.04
Total Shelley Swenson					192.04
ST OF FLORIDA C/S DISBURSEMENT UNIT	CS 05252012	PAY1-Payroll PWE 05/25/2012	5/25/2012	154085	417.29
				Total 154085	417.29
Total ST OF FLORIDA C/S DISBURSEMENT UNIT					417.29
Standard Insurance Company	JUN12 STD Dental/EE	PAY1-Dental Ins Premium, Employee	5/25/2012	154086	1,208.28
				Total 154086	1,208.28
Standard Insurance Company	JUN12 STD Life/EE	BOCC-PR Deducts, Life Ins Premium	5/25/2012	154087	119.16
				Total 154087	119.16
Standard Insurance Company	00 145652 JUN12	BOCC-Life Ins Premium, BoCC Portion	5/30/2012	154238	407.78
				Total 154238	407.78
Total Standard Insurance Company					1,735.22
Standard Precast, Inc.	0024971-IN	WAST-VALVE BOXES-MANHOLES MEDART MATERIALS	5/30/2012	154176	6,318.00

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154176	6,318.00
Total Standard Precast, Inc.					6,318.00
Tallahassee Memorial Hospital	040912CD	WCSO-Local/Davis, Curtis	5/30/2012	154177	455.45
Tallahassee Memorial Hospital	06MN1003941	WCSO-Local/Cmahil, Steven	5/30/2012		6,369.78
				Total 154177	6,825.23
Total Tallahassee Memorial Hospital					6,825.23
Talquin Electric Cooperative, Inc.	1010485MY12	WAST-62 PRESTON CIRCLE	5/30/2012	154230	31.64
Talquin Electric Cooperative, Inc.	1026495MY12	BOCC-318 SHADEVILLE HWY/METAL BLDG-WEST	5/30/2012		132.44
Talquin Electric Cooperative, Inc.	1031755MY12	WAST-279 JUNIPER LIFT STATION	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	1034269MY12	PUBW-FLASHING LIGHT AT 773 EAST IVAN	5/30/2012		20.64
Talquin Electric Cooperative, Inc.	1036037MY12	PUBW-SECURITY LIGHT @ TRICE & SHADEVILLE	5/30/2012		9.00
Talquin Electric Cooperative, Inc.	37311556752MY12	WAST-86 CAROUSEL CIRCLE	5/30/2012		16.51
Talquin Electric Cooperative, Inc.	37311615426MY12	WAST-46 TILLIS LANE	5/30/2012		16.51
Talquin Electric Cooperative, Inc.	37311659762MY12	WAST-101 LINZY STORE	5/30/2012		16.51
Talquin Electric Cooperative, Inc.	618479703MY12	PUBW-S/U HIGHWAY 61 & SPRING CREEK	5/30/2012		21.95
Talquin Electric Cooperative, Inc.	620120006MY12	PUBW-LIGHT HIGHWAY 98 & SPRING CREEK	5/30/2012		34.92
Talquin Electric Cooperative, Inc.	7311545987MY12	WAST-26 HICKORY AVENUE	5/30/2012		757.01
Talquin Electric Cooperative, Inc.	7311546100MY12	WAST-SEWER L/S #20 @ CHURCHILL	5/30/2012		66.41
Talquin Electric Cooperative, Inc.	7311547645MY12	WAST-SEWER L/S#39 @WALMART, 2065 C'VILLE HWY	5/30/2012		51.03
Talquin Electric Cooperative, Inc.	7311549187MY12	PUBW-S/U LIGHT WALMART	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	7311550722MY12	WAST-13 TUSCANY TRACE	5/30/2012		21.31
Talquin Electric Cooperative, Inc.	7311556018MY12	WAST-SEWER L/S#21 @ 88 CARRIAGE	5/30/2012		52.23
Talquin Electric Cooperative, Inc.	7311556067MY12	WAST-LIFT STATION @ WINN DIXIE	5/30/2012		38.83
Talquin Electric Cooperative, Inc.	7311556117MY12	WAST-73 COUNTY LANE	5/30/2012		49.62
Talquin Electric Cooperative, Inc.	7311556489MY12	WAST-32 SILKY COURT	5/30/2012		21.31
Talquin Electric Cooperative, Inc.	7311556539MY12	PUBW-S/U 1881 SPRING CREEK	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	7311556752MY12	WAST-86 CAROUSEL CIRCLE	5/30/2012		21.31
Talquin Electric Cooperative, Inc.	7311582972MY12	PUBW-S/U 3788 COASTAL HIGHWAY	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	7311583384MY12	PUBW-S/U 3735 COASTAL HIGHWAY	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	7311615343MY12	PUBW-S/U 1886 SPRING CREEK	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	7311615509MY12	WAST-46 TILLIS LANE	5/30/2012		55.62
Talquin Electric Cooperative, Inc.	7311615814MY12	WAST-SEWER L/S#23 @15 OAK	5/30/2012		235.46
Talquin Electric Cooperative, Inc.	7311654318 MY12	EXTS-84 Cedar Ave, Office	5/30/2012		499.91
Talquin Electric Cooperative, Inc.	7311654466 MY12	EXTS-84 Cedar Ave, Hudson Park Svc Light	5/30/2012		9.00
Talquin Electric Cooperative, Inc.	7311654565MY12	WAST-3870 COASTAL HWY T/S	5/30/2012		48.98
Talquin Electric Cooperative, Inc.	7311656032 MY12	EXTS-84 Cedar Ave, Pump	5/30/2012		23.85
Talquin Electric Cooperative, Inc.	7311658947MY12	PUBW-S/U FLASHING LIGHT SHELL POINT	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	7311659358MY12	WAST-114 JUNIPER DRIVE	5/30/2012		36.43
Talquin Electric Cooperative, Inc.	7311659762MY12	WAST-101 LINZY STORE	5/30/2012		29.44
Talquin Electric Cooperative, Inc.	7311667344MY12	FIRE-15 OAK STREET/ CLASSROOM	5/30/2012		144.18
Talquin Electric Cooperative, Inc.	7311859628MY12	WAST-SEWER L/S #31 @ FOXRUN CIRCLE	5/30/2012		84.59
Talquin Electric Cooperative, Inc.	7311866268MY12	WAST-28 BUNTING DRIVE	5/30/2012		127.56
Talquin Electric Cooperative, Inc.	7312123032MY12	PUBW-S/U 319& WAKULLA-ARRAN	5/30/2012		20.51
Talquin Electric Cooperative, Inc.	7312123206MY12	WAST-SEWER L/S #33 @ SHADEVILLE ELEM	5/30/2012		131.15

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154230	2,969.43
Total Talquin Electric Cooperative, Inc.					2,969.43
TELISA RUNYAN	134053/6/18/09	HOUS-REPLACEMENT #1034053-UTILITY ASSISTANCE	5/30/2012	154231	10.00
				Total 154231	10.00
Total TELISA RUNYAN					10.00
Thompson Pump	RT-0155222	WAST-Install Dewatering Equipment, 2011-02	5/30/2012	154178	2,150.00
				Total 154178	2,150.00
Total Thompson Pump					2,150.00
TRI-STATE TERMITE & PEST SVC	12120	VFD1-491 CRAWFORDVILLE HWY	5/30/2012	154179	15.00
TRI-STATE TERMITE & PEST SVC	12129	VFD1-3083 SHADEVILLE HWY	5/30/2012		15.00
TRI-STATE TERMITE & PEST SVC	12182	VFD1-88 CRAWFORDVILLE HWY	5/30/2012		15.00
				Total 154179	45.00
Total TRI-STATE TERMITE & PEST SVC					45.00
UNITED STATES TREASURY	FTW 052312	PAY1-941 Taxes PWE 05/25/2012-R	5/25/2012	154088	10,370.85
UNITED STATES TREASURY	MC 052312	PAY1-941 Taxes PWE 05/25/2012-R	5/25/2012		3,549.88
UNITED STATES TREASURY	SS 052312	PAY1-941 Taxes PWE 05/25/2012-R	5/25/2012		12,730.95
				Total 154088	26,651.68
Total UNITED STATES TREASURY					26,651.68
UNITED WAY OF THE BIG BEND	UW 052512	PAY1-PR Deductions PWE 05/25/2012	5/25/2012	154089	113.00
				Total 154089	113.00
Total UNITED WAY OF THE BIG BEND					113.00
USA BLUEBOOK	669942	WAST-MARKING PAINT FOR L/S'S	5/30/2012	154232	94.54
				Total 154232	94.54
Total USA BLUEBOOK					94.54
VALIC Deferred Comp	VDC 052512	PAY1-PR Deduction PWE 05/25/2012	5/25/2012	154090	470.00

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
				Total 154090	470.00
Total VALIC Deferred Comp					470.00
VERIZON WIRELESS	6712934080	TOUR-Pam Portwood Ck#3398	5/30/2012	154234	87.80
VERIZON WIRELESS	6714209452DD	OMBU-DEBBIE DEBOSE 728-3475	5/30/2012		30.26
VERIZON WIRELESS	6714209452DE	BOCC-DAVID EDWARDS-445-4629	5/30/2012		85.70
VERIZON WIRELESS	6714209452JB	PLAN-JAMIE BAZE 728-3474	5/30/2012		37.66
VERIZON WIRELESS	6714209452JW	BOCC-JESSICA WELCH 728-3896	5/30/2012		38.58
VERIZON WIRELESS	6714209452LA	BOCC-L ARTZ 728-7213	5/30/2012		39.80
VERIZON WIRELESS	6714209452LS	PLAN-LUIS SERNA-445-7794	5/30/2012		38.19
VERIZON WIRELESS	6714209452MS	BOCC-MIKE STEWART 728-7211	5/30/2012		90.80
VERIZON WIRELESS	6714209452RM	BOCC-R. MERITT COUNTY COMM-545-2451	5/30/2012		38.23
VERIZON WIRELESS	6714209452TB	BOCC-TIM BARDEN-519-0165	5/30/2012		32.21
VERIZON WIRELESS	6722108408DD	OMBU-DEBBIE DUBOSE 728-3475	5/30/2012		31.93
VERIZON WIRELESS	6722108408DE	BOCC-DAVID EDWARDS-445-4629	5/30/2012		124.13
VERIZON WIRELESS	6722108408JB	PLAN-JAMIE BAZE 728-3474	5/30/2012		46.76
VERIZON WIRELESS	6722108408JW	BOCC-JESSICA WELCH-728-3896	5/30/2012		38.42
VERIZON WIRELESS	6722108408LA	BOCC-L ARTZ 728-7213	5/30/2012		41.71
VERIZON WIRELESS	6722108408LS	PLAN-LUIS SERNA-445-7794	5/30/2012		37.49
VERIZON WIRELESS	6722108408MS	BOCC-MIKE STEWART 728-7211	5/30/2012		96.50
VERIZON WIRELESS	6722108408RM	BOCC-R. MERITT COUNTY COMM-545-2451	5/30/2012		38.40
VERIZON WIRELESS	6722108408TB	BOCC-TIM BARDEN-519-0165	5/30/2012		31.72
				Total 154234	1,006.29
VERIZON WIRELESS	6725850913	WPRD-Monthly Service (4)	5/30/2012	154180	359.98
VERIZON WIRELESS	6728174435	AMBU-STATIONS 1,2,3	5/30/2012		287.19
				Total 154180	647.17
Total VERIZON WIRELESS					1,653.46
Virginia Pristis	129831/11/25/08	HOUS-REPLACEMENT #129831/11/25/08	5/30/2012	154235	140.00
				Total 154235	140.00
Total Virginia Pristis					140.00
WAKULLA COUNTY BOCC - PAYROLL A/C	PWE 05/25/2012	PAY1-PWE 05/25/2012-R	5/25/2012	154091	94,580.10
				Total 154091	94,580.10
Total WAKULLA COUNTY BOCC - PAYROLL A/C					94,580.10
WAKULLA LP GAS	B0599	WPRD-LP GAS MASH ISLAND	5/30/2012	154181	46.00
				Total 154181	46.00

Vendor Name	Invoice Number	Description	Check Date	Check Number	Check Amount
Total WAKULLA LP GAS					46.00
Wakulla Sign Company	051012 082539 / 1	WPRD-Boat Ramp sign	5/30/2012	154182	70.00
Wakulla Sign Company	051012 082539 / 2	WPRD-Directional - 5 M.I.	5/30/2012		175.00
Wakulla Sign Company	051012 082539 / 3	WPRD-Fees Mash Island signs	5/30/2012		250.00
Wakulla Sign Company	051012 082539 / 4	WPRD-Boat Launch 9 signs	5/30/2012		200.00
				Total 154182	695.00
Total Wakulla Sign Company					695.00
WASTE MANAGEMENT-SPRINGHILL LANDFIL	001495622480	WAST-SLUDGE DISPOSAL	5/30/2012	154236	1,567.63
				Total 154236	1,567.63
Total WASTE MANAGEMENT-SPRINGHILL LANDFIL					1,567.63
Westwood Pharmacy Clinical Services	9715	WCSO-PHARMACEUTICALS AND SUPPLIES	5/30/2012	154183	2,325.89
				Total 154183	2,325.89
Total Westwood Pharmacy Clinical Services					2,325.89
WFSU - FM	MAY12 A.Brock	PAY1-PR Deduct, Membership E.A. Brock	5/25/2012	154092	20.00
				Total 154092	20.00
Total WFSU - FM					20.00
Report Total					1,195,827.01

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 18, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Luis N. Serna, Director of Planning and Community Development
Subject:	Request Board Approval to Schedule and Advertise Public Hearings to Consider Land Development Code Revisions to Implement the Development Standards of the Crawfordville Town Plan

Statement of Issue:
This agenda item requests the Board to schedule and advertise public hearings to consider Land Development Code revisions to implement the development standards of the Crawfordville Town Plan.

Background:
Wakulla County adopted a town plan for Crawfordville in 2011. This plan included extensive public participation. The resulting planning document represents the vision of how the community wants this area to develop. Wakulla County's Land Development Code has never been updated to reflect the town plan. Therefore, the County currently has no means of enforcing the guiding development standards that are contained within the Town Plan.

The Board accepted a Sustainable Communities Grant from the Environmental Protection Agency on March 5, 2012. This grant was in part to support efforts to develop land development regulations to implement the Town Plan. Workshops with the EPA's experts are scheduled for June 5th and 6th, 2012.

Analysis:
The Planning Department has prepared a draft ordinance to formally recognize the boundaries of the Crawfordville Town Plan and to implement Land Development Code regulations that reflect the general policies of the Plan (Attachment #2). These draft regulations are intended to be incentive-based, and are a first step in the process of implementing the Town Plan. Longer term actions will include Future Land Use Map amendments, development of new zoning districts and more detailed design standards and incentives, and pursuit of longer term funding for improvements in the districts. The proposed regulations will promote investment in the district and will allow the County to

require new developments to conform to the general design principles of the Town Plan.

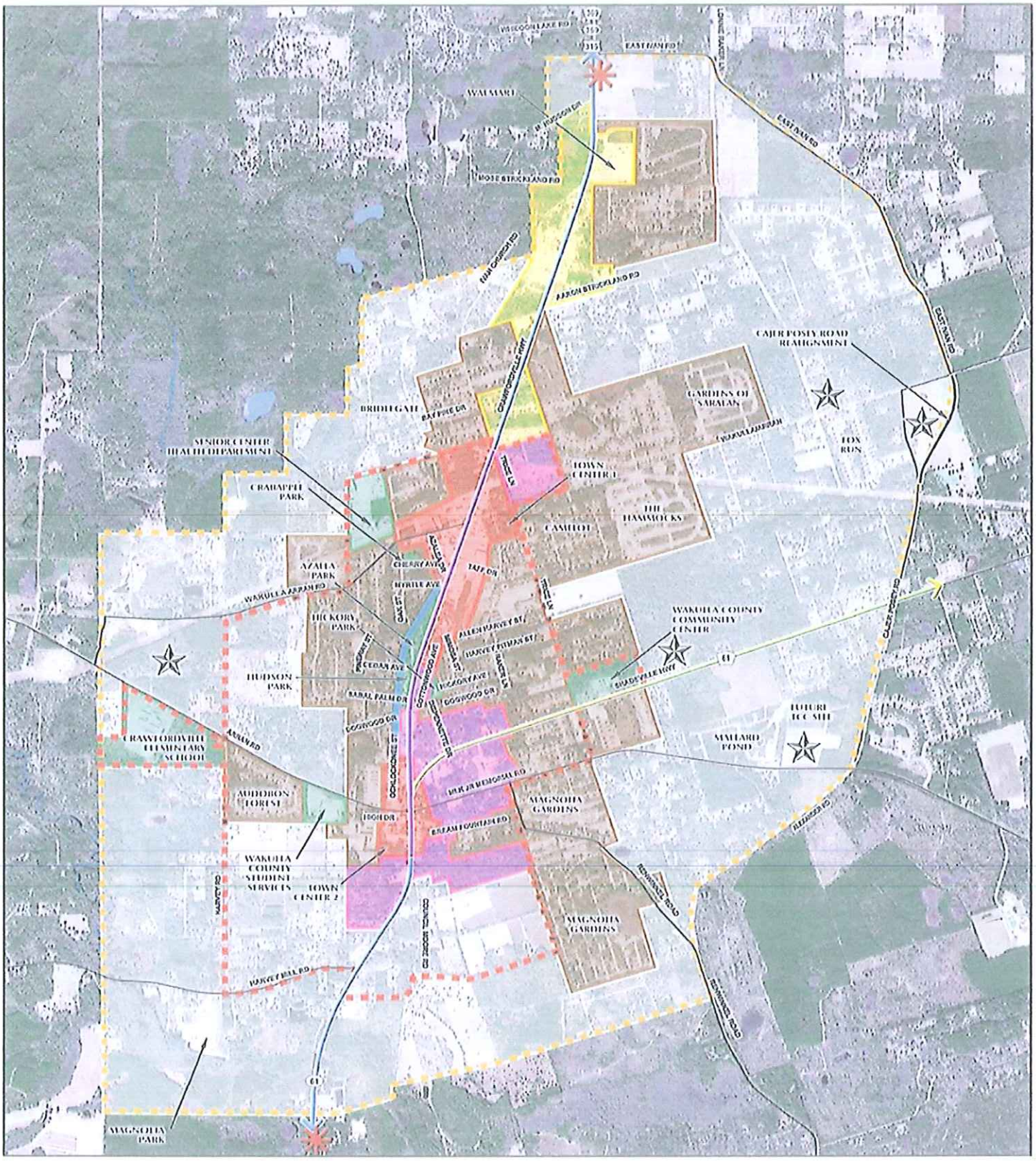
If the Board approves staff to proceed with the public hearings, the draft regulations will be scheduled before the Planning Commission on July 9, 2012 at 7:00 p.m. and the Board of County Commissioners on August 6, 2012 at 5:00 p.m.

Budgetary Impact:
If approval is given, an advertisement fee of approximately $210.00 will be charged to the Planning and Community Development Department for the required publication in *The Wakulla News*.

Options:
1. Approve to schedule and advertise Public Hearings to consider Land Development Code revisions to implement the Crawfordville Town Plan.
2. Do not approve to schedule and advertise Public Hearings to consider Land Development Code revisions to implement the Crawfordville Town Plan.
3. Board Direction.

Recommendation:
Option #1.

Attachment(s):
1. Crawfordville Town Plan Map
2. Draft Ordinance



Crawfordville Conceptual Town Plan

0 0.25 0.5 1 Miles

N

- Town Center
- High Intensity Commercial
- Low Intensity Commercial
- High Density Residential
- Low Density Residential
- Public
- Cottage Commercial
- Typical Road Cross Section 'A' Downtown Core
- Typical Road Cross Section 'B' Junction Areas
- CC to the Sea Loop Connectors
- St. Marks Trails Connector
- Roadway Realignment Project
- Crawfordville Study Area
- Core District Study Area
- Gateway Entry Feature
- Potential Neighborhood-Serving Commercial

Kimley-Horn and Associates, Inc.

ORDINANCE NO. 2012-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE TO ADD THE CRAWFORDVILLE TOWN PLAN OVERLAY DISTRICT BOUNDARIES AND REGULATIONS; ESTABLISHING THE BOUNDARIES OF THE CRAWFORDVILLE TOWN PLAN OVERLAY DISTRICT AND THE CRAWFORDVILLE CORE DISTRICT; PRESCRIBING DISTRICT REGULATIONS AND CORE DISTRICT REGULATIONS; PROVIDING SEVERABILITY, FOR CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the Board adopted *The Crawfordville Town Plan* in 2011. This plan includes maps that identify the Crawfordville Study Area and the Crawfordville Core Area districts.

WHEREAS, *The Crawfordville Town Plan* included extensive public participation and represents the vision for the future development of the Crawfordville area.

WHEREAS, the Board now desires to adopt a zoning overlay district for the Crawfordville Area District and the Crawfordville Core District.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS. The above legislative findings are true and correct and are hereby incorporated herein by reference.

SECTION 2. CREATION OF NEW ARTICLE VI OF THE LAND DEVELOPMENT CODE. A new Article VI, sections 5-60 through 5-69 of the Wakulla County Land Development Code is hereby created to read as follows:

Sec. 5-60. General Provisions. This purpose of this article is to ensure that all development of land takes place in accordance with the principles set forth in the Crawfordville Town Plan and Wakulla County Comprehensive Plan. Where this overlay zone conflicts with other portions of this Code, the overlay zone will prevail. However, no development may be approved that conflicts with the Wakulla County Comprehensive Plan.

Sec. 5-61. Crawfordville Town Plan Overlay District Boundaries. The boundaries of the Crawfordville Area District and the Crawfordville Core District are as follows:

(1) Crawfordville Area District

Begin at the intersection of Crawfordville Highway (US Highway 319) and East Ivan Road lying in Section 18, Township 3 South, Range 1 West, Wakulla County, Florida, and thence

run Easterly and Southeasterly along the centerline of said East Ivan Road to the intersection with Wakulla Arran Road in Lot 56 of the Hartsfield Survey of Lands in said Wakulla County, Florida, thence run Northeasterly along the centerline of said Wakulla Arran Road to the Northwest corner of the property described in Official Records Book 596, Page 211, of the Public Records of said Wakulla County, thence run Southerly along the Westerly boundary of said property described in Official Records Book 596, Page 211 to intersection with the South boundary of the North Half of Lot 56 of the Hartsfield Survey, thence run Southwesterly along the South boundary of the North Half of said Lot 56 of the Hartsfield Survey to the intersection with Cajer Posey Road, thence run Southerly and Southwesterly along the centerline of said Cajer Posey Road to the intersection with the centerlines of Dr. Martin Luther King Jr. Memorial Road and Alexander Road, thence run Southwesterly and Southerly along the centerline of said Alexander Road to the intersection with the centerline of Rehwinkel Road, thence run Southerly along the centerline of said Rehwinkel Road to a point where said centerline intersects with the Southerly boundary of Lot 71 of said Hartsfield Survey, thence run Southwesterly along the Southerly boundary of said Lot 71 to the Southwest corner of said Lot 71 (also being the Southeast corner of Lot 78 of said Hartsfield Survey), thence run Southwesterly along the South boundary of said Lot 78 to the Southwest corner of said Lot 78 (also being the Southeast corner of Lot 89 of said Hartsfield Survey), thence run Southwesterly along the South boundary of said Lot 89 to the Southwest corner of said Lot 89, said point also intersects on the East boundary of Section 1, Township 4 South, Range 2 West of said Wakulla County, thence run Southerly along said East boundary to the Southeast corner of said Section 1,thence run Westerly along the South boundary of said Section 1 to the Southwest corner of said Section 1, thence run Northerly along the West boundary of said Section 1 to the Northwest corner of said Section 1 (also being the Northeast corner of Section 2, Township 4 South, Range 2 West of said Wakulla County, thence Westerly along the North boundary of said Section 2 to the Southwest corner of Section 36, Township 3 South, Range 2 West of said Wakulla County, Florida, thence run Northerly along the West boundary of said Section 36 to the Northwest corner of said Section 36, thence run Easterly along the North boundary of said Section 36 to the Southwest corner of Section 25, Township 3 South, Range 2 West of said Wakulla County, thence run Northerly along the West boundary of said Section 25 to the Northwest corner of the Southwest Quarter of said Section 25, thence run Easterly along the North boundary of said Southwest Quarter to the Northeast corner of said Southwest Quarter (also being the Southwest corner of the Northeast Quarter of said Section 25), thence run Northerly along the West boundary of said Northeast Quarter to the Northwest corner of the Southwest Quarter of said Northeast Quarter of said Section 25, thence run Easterly along the North boundary of the Southwest Quarter of said Northeast Quarter to the Northeast corner of the Southwest Quarter of said Northeast Quarter (also being the Southwest corner of the Northeast Quarter of said Northeast Quarter), thence run Northerly along the West boundary of the Northeast Quarter of said Northeast Quarter to the Northwest corner of said Northeast Quarter of said Northeast Quarter, thence run Westerly along the North boundary of said Section 25 to the Northeast corner of said Section 25, said point lying on the Westerly boundary of Lot 75 of the Hartsfield Survey of Lands in said Wakulla County, Florida, thence run Northerly along the Westerly boundary of Lot 75 of said Hartsfield Survey to the Northwest corner of said Lot 75 (also being the Southwest corner of Fractional Section 19, Township 3 South, Range 1 West of said Wakulla County, Florida) and also the Southwest

corner U.S. Government Land, thence run Easterly along the along the South boundary of said Fractional Section 19 to the Southeast corner of said U.S. Government Land , thence run Northerly, Easterly and Northerly along said U.S. Government Land in said Fractional Section 19, to the Southwest corner of the property described in Official Records Book 34, Page 286, being Section 18, Township 3 South, Range 1West, thence run Northerly along the West boundary of said property described in Official Records Book 34, Page 286 and a projection thereof to the Northwest corner (also the most Westerly corner) of the property described in Official Records Book 743, Page 481, thence run Westerly to the Southeast corner of the property described in Official Records Book 626, Page 305, thence run Northerly along the Easterly boundary of said property recorded in Official Records Book 743, Page 481, to the Northeast corner of said property (said point lying on the Northerly boundary of the Southeast Quarter of Section 18, Township 3 South, Range 1 West), thence run Easterly along the North boundary of the Southeast Quarter of said Section 18 to the intersection with centerline of Crawfordville Highway (US Highway 319), thence run Northerly along said centerline to the POINT OF BEGINNING.

(2) Crawfordville Core District

Begin at the intersection of Crawfordville Highway (US Highway 319) and Harvey Mill Road lying in Section 1, Township 4 South, Range 2 West, Wakulla County, Florida, and thence run Westerly and Southwesterly along the centerline of said Harvey Mill Road to the intersection with Westerly right-of-way boundary of Cynthia Street, thence run Northerly along said Westerly right-of-way boundary to the intersection with the Westerly right-of-way boundary of Fulton Harvey Road, thence run Northerly along the Westerly right-of-way boundary of said Fulton Harvey Road to the Southeast corner of the School Board of Wakulla County, Florida, described in O.R. Book 410, Page 140, of the Public Records of Wakulla County, Florida, lying in Section 36, Township 3 South, Range 2 West, thence run Westerly along the South boundary of said school property to the Southwest corner of said property described in O.R. Book 410, Page 140, thence run Northerly along the West boundary of said Section 36 to the Northwest corner of said property described in O.R. Book 410, Page 140, thence run Westerly along the North boundary of said school board property to the intersection with the West boundary (also being the Southwest corner of the 12.456 acres tract) of School Board Property as described in O.R. Book 410, Page 136, thence run North along the West boundary of said property to the Northwest corner of said property (also lying on the Southerly right-of-way boundary of Arran Road (State Road No. 368), thence run Southeasterly along said right-of-way boundary (to the most Easterly corner of the 13.97 acre tract) of the School Board Property as described in said O.R. Book 410, Page 136 (also being the Northeast corner of said property described in O.R. Book 410, Page 140), thence run Southerly and Easterly along said property described in O.R. Book 410, Page 140 to a point of the West boundary of the Northeast Quarter of said Section 36, thence run Northerly along the West boundary of said Northeast Quarter and a projection thereof to the Southerly right-of-way boundary of said Wakulla Arran Road, thence run Easterly along the Southerly right-of-way boundary of said Wakulla Arran Road to a point on the West boundary of Lot 76 of the Hartsfield Survey of Lands in Wakulla County, Florida, and thence run North along said West boundary to the Northwest corner of said Lot 76 and also being the Southwest corner of said Lot 75 of the Hartsfield Survey of Lands in Wakulla County, Florida, and thence run Northerly along the West boundary of said Lot 75, to the Northwest

corner of the Wakulla County BOCC Property (Jail Site) as described in O.R. Book 772, Pages 172-173, thence run Easterly along the North boundary of said Wakulla County BOCC Property and along the Northerly boundary of Fairwinds Subdivision, as recorded in Plat Book 3, Page 68, and a projection thereof to the intersection with the Southeasterly right-of-way boundary of Crawfordville Highway (US Hwy 319), thence run Southwesterly along said right-of-way boundary to the Northwest corner (also the most Northerly corner) of that property described in O.R. Book 26, Page 544, thence run Easterly along the North boundary of said property described in O.R. Book 26, Page 544 and along the South boundary of Rainbow Center, as recorded in Plat Book 2, Page 50, to a point of the Westerly boundary of Songbird Subdivision Phase II, as recorded in Plat Book 3, Pages 113-116, thence run Southerly along said Westerly boundary to the Southerly right-of-way boundary of said Wakulla Arran Road, thence run Westerly along said Southerly right-of-way boundary to the Easterly right-of-way boundary of Trice Lane, thence run Southerly along the Easterly right-of-way boundary of said Trice Lane to the Northwest corner of the property described in O.R. Book 826, Page 655 (Wakulla County BOCC-Community Center), thence run Easterly along the North boundary of said Wakulla County BOCC property and a projection thereof to the Northeast corner of the property described in O.R. Book 456, Page 563, thence run Southerly along the Easterly boundary of said property recorded in O.R. Book 456, Page 563, to the Southerly right-of-way boundary of Shadeville Road, thence run Westerly along said Southerly right-of-way boundary to the Northeast corner of Lot 24, Ruby Hills, as recorded in Plat Book 4, Page 84, thence run Southerly along the Easterly boundary of said Ruby Hills and a projection thereof to the Southerly right-of-way boundary of Dr Martin Luther King Jr Memorial Road, thence run Westerly along said Southerly right-of-way boundary to the Westerly right-of-way boundary of Rehwinkel Road, thence run Southerly along said Westerly right-of-way boundary to the intersection with Westerly right-of-way boundary of Tafflinger Road, thence run Southerly along Westerly right-of-way of said Tafflinger Road to Southeast corner of the property described in O.R. Book 799, Page 18, thence run Westerly along the South boundary of said property described in O.R. Book 799, Page 18, to the Southwest corner of said property (also being the Northeast corner of property described in O.R. Book 135, Page 858 (also being the Northwest corner of Lot 160, Block "A", Magnolia Gardens, as recorded in Plat Book 1, Page 37), thence run Southerly along the Easterly boundary of said property recorded in O.R. Book 135, Page 858 and along the Westerly boundary of said Magnolia Gardens to the Southeast corner of said property recorded in O.R. Book 135, Page 858, thence run Southwesterly along the Southerly boundary of said property recorded in O.R. Book 135, Page 858 and a projection thereof to the Southeast corner of property recorded in O.R. Book 123, Page 920, thence run Westerly along the South boundary of said property recorded in O.R. Book 123, Page 920 and a projection thereof to the centerline of Council Moore Road, thence run Southerly and Westerly along said Council Moore Road to the intersection with the centerline of Crawfordville Highway (US Highway 319), thence run Northeasterly along the centerline of said Crawfordville Highway to the POINT OF BEGINNING.

Sec. 5-62. Crawfordville Area District Regulations. The regulations in this section are applicable to the entire Crawfordville Town Plan Overlay District as described in Section 5-61(1) of this Code as well as the Crawfordville Core District as described in Section 5-61(2) of

this Code.

(1) **Principal and Conditional Uses.** The principal and conditional uses of this district shall be as specified by the underlying zoning district.

(2) **Minimum Lot or Site Size.** The minimum lot or site size shall be as specified by the underlying zoning district.

(3) **Residential and Office Uses.** Residential and Office uses shall be permitted above the first floor of any legally established non-residential use.

(4) **Density Bonus for Donation of Land.** An increase in residential density above the maximum density established by the underlying zoning district shall be available for the donation of land for public park space, conservation areas, or other public facilities subject to the following criteria:

(a) Areas proposed for donation may be subtracted from the total project area for purposes of calculating residential density.

(b) Areas proposed for donation shall be located within the Crawfordville Town Plan Overlay District.

(c) Areas proposed for donation of less than one acre shall be physically contiguous to a larger system of planned or existing recreation or conservation areas.

(d) Areas proposed for donation for purposes of receiving a density bonus shall be approved by the Board of County Commissioners.

(e) Gross project density shall not exceed the maximum density established by the underlying Future Land Use Designation.

(5) **Density Bonus for "Green Building."** An increase in residential density of five percent shall be available for certification of on-site developments as LEED, FGBC, or similar nationally recognized "green" building standard. This density bonus shall be requested by the applicant during the County's site plan and/or preliminary plat processes. In order to qualify, all buildings in the development, except for accessory buildings, or the development itself shall receive certification. The proposed project density shall not exceed the maximum density established by the Future Land Use Designation.

(6) **Impact Fee Exemption.** As an incentive to encourage development within the Crawfordville Area District, which will result in the more economical and efficient provision of public infrastructure, new development within the Crawfordville Area District shall be exempt from any Impact fees that may be imposed by the County.

(7) **Transit.** Development projects that will generate 200 or more PM peak hour trips shall submit a plan that addresses future transit stops. Accommodations for transit stops and/or

ride sharing facilities may be used to reduce trip generation subject to submittal of a traffic study and approval by the planning and community development department.

(8) Sidewalks.

(a) All new developments, including changes in use that increase parking requirements and additions or alterations that exceed 50 percent of the existing on-site impervious area, shall provide sidewalks along all public and private streets adjoining the development. The sidewalk shall be located as follows: when sufficient right-of-way exists, the sidewalk shall be located within the public right-of-way; when sufficient right-of-way does not exist, the sidewalk shall be located at an alternative location parallel to the right-of-way or elsewhere on the development property, if approved by the planning and community development department. For those developments where sidewalks cannot be located within the public right-of-way, the developer must provide and record in the public records of Wakulla County, all easements necessary to guarantee public access to the sidewalk.

(b) Non-residential and multi-family residential development shall provide safe and efficient sidewalk linkages between building entrances and parking areas, adjacent portions of the development, and adjacent rights-of-way. At least one accessible route in accordance with the Florida Accessibility Code shall connect buildings to parking areas and adjacent rights-of-way.

(c) Commercial, office, and multi-family developments shall provide internal sidewalk interconnection between adjacent commercial, office, and multi-family developments. This requirement does not apply to development proposals where the building entrance is located within 30 feet of a sidewalk along an adjacent right-of-way serving both developments, where the length of the common property boundary of the two adjacent developments is less than 50 feet, where construction or use of the sidewalk would have an adverse affect on a conservation feature, or where a sidewalk would create a safety hazard.

(d) Sidewalks shall be constructed on at least one side of all streets within residential and non-residential subdivisions where the average lot size is one-half acre or less. Sidewalks shall be constructed on both sides of all streets within residential or non-residential subdivisions where the average lot size is one-quarter acre or less.

(9) **Interconnection.** Non-residential, multi-family, and mixed use developments shall be designed to require vehicular and pedestrian cross access to adjacent commercial, office, multi-family, recreation, and community facility uses to reduce the necessity of using the

public street system in order to move between adjacent and complimentary land uses. The developer shall design and build the appropriate cross-access to the property line of the adjacent parcel, unless found infeasible by the planning and community development director due to physical conditions of property or due to existing development. Shared access points, rather than individual access points, on public or private streets shall be encouraged where it is determined that such shared access points would protect capacity on adjoining roadways or be in the interest of public safety.

(10) Maximum Driveway Width.

(a) The maximum width of a driveway serving a one- or two-family dwelling shall be 20 feet.

(b) The maximum width of a driveway serving all uses other than a one- or two family dwelling shall be 20 feet for a one-way driveway and 40 feet for a two-way driveway.

Sec. 5-63. Crawfordville Core District Regulations

(1) **Vehicular Parking.** The number of required vehicular parking spaces may be reduced by 20 percent below the standards of Section 6-14 of this Code. Public parking and shared parking within 1,000 feet of the property may be counted toward a site's required parking.

(2) **Bicycle Parking.** On-site bicycle parking shall be provided at a rate of 0.15 spaces for every one required on-site vehicular parking space.

(3) **Non-Residential Building Setbacks.** The minimum front building setback for non-residential or mixed use structures, other than accessory structures, may be reduced to 0 feet, except along Crawfordville Highway. The minimum side building setback for non-residential or mixed use structures, other than accessory structures, may be reduced to 0 feet if the existing use on the adjacent property for which the reduced setback is proposed is also non-residential or mixed use.

(4) **Building Coverage.** Maximum building coverage may be increased by 10 percent above the maximum specified by the underlying zoning district unless, otherwise established by a Crawfordville zoning district of Sections 5-64 through 5-69.

(5) **Building Coverage Incentive for Screened Parking and Enhanced Landscaping.** In addition to the 10 percent increase in building coverage for development in the district of Section 5-63(4), maximum building coverage may be increased an additional 5 percent for each of the following:

(a) Screened Parking. All parking spaces are located outside of area between the front of the building and the adjacent right-of-way.

(b) Shared Parking. At least half of the site's parking spaces are shared with an off-site use and are so designated in a legally binding shared parking agreement.

(c) Landscaping. Provision of integrated streetscape design, including trees and seating along collector and arterial streets.

(6) **Architectural Standards.** (Reserved)

Sec. 5-64. Crawfordville Town Center Zoning District Regulations (Reserved)
Sec. 5-65. Crawfordville High Intensity Commercial Zoning District Regulations (Reserved)
Sec. 5-66. Crawfordville Low Intensity Commercial Zoning District Regulations (Reserved)
Sec. 5-67. Crawfordville High Density Residential Zoning District Regulations (Reserved)
Sec. 5-68. Crawfordville Low Density Residential Zoning District Regulations (Reserved)
Sec. 5-69. Crawfordville Pubic Zoning District Regulations (Reserved)

SECTION 3. SEVERABILITY. If any clause, section or provision of this Ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 4. CODIFICATION. The provisions of this Ordinance shall become and be made a part of the Wakulla County code. The sections of this Ordinance may be renumbered or relettered to accomplish such, and the word "Ordinance" may be changed to "section," "article," or another appropriate designation.

SECTION 5. EFFECTIVE DATE. A certified copy of this Ordinance shall be filed in the Department of State within ten (10) days after enactment by the Board and the Ordinance shall take effect as provided by law.

PASSED AND DULY ADOPTED this _____ day of _____, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA

By: _____
ALAN BROCK, Chair

ATTEST:

_____
BRENT X. THURMOND, Ex Officio
Clerk to the Board

APPROVED AS TO FORM AND CONTENT:

_____
Heather Encinosa, Esq.
County Attorney

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 25, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Tim Barden, Deputy County Administrator Cleve Flemming, Public Works Director Scott Nelson, Wakulla County Sheriff's Office, Emergency Management Sheree Keeler, Grants Coordinator
Subject:	Request Board to Advertise a Request for Proposal for Pre-event Debris Removal, Storage Sites and Monitoring

Statement of Issue:
This agenda item is requesting Board approval to advertise a RFP for debris removal, storage sites and monitoring activities. This is a FEMA requirement to be eligible for reimbursements in the event of a qualifying event that produces debris on County owned property and roads.

Background:
In August 2009, the Board directed staff to move forward with a County RFP for Debris Removal, Storage Sites and Monitoring, however that process was not completed. Prior to 2009, the County "piggybacked" with the City of Tallahassee and Leon County for a majority of these services.

A "qualifying event" is an event or act of God creating a disaster declared by the both the President of the United States and the Governor of Florida through an Executive Order. Wakulla County must be specifically named in an Executive Order issued by the Governor to be considered eligible for FEMA reimbursements. "Piggyback" is language within an RFP and subsequent contracts issued by a Florida government entity that allows other Florida governments to use the contract.

In 2011-12, the City of Tallahassee and Leon County issued a joint RFP and entered into contracts with contracted vendors to provide these services for the City of Tallahassee and Leon County. However, a review of the RFP and Contracts found that "piggyback" language was not specifically included, which raised some concerns about Wakulla County's eligibility to "piggyback" on their contracts or amend them to meet the County's needs. The absence of the piggyback language raised concerns at the State level about Wakulla County's eligibility for reimbursements of expenditures

for debris removal activities should there be a qualifying FEMA event. FEMA in their Debris Management Guide states "FEMA does not favor "piggyback contracts" and requires that debris removal and storage is a separate contract and vendor from debris monitoring activities.

Debris must be stored in designated "debris management sites." Temporary sites are required when debris cannot be taken directly from the collection point to the final disposition location. All debris management sites must meet FEMA requirements as well as state and local permitting laws and requirements. FEMA allows reimbursements for use of private owned property but requires that the government entity enter into lease agreements with land owners. FEMA requires that such agreements be specific in time frame, with the ability to extend the lease if needed and, to include a requirement to conduct a baseline environmental evaluation of the site before the site is occupied and before returning the property back to the owner.

FEMA encourages local governments to take a proactive approach to coordinating and managing debris removal operations to be better prepared and positioned to restore public services and ensure the public health and safety in the aftermath of an event, and to be better positioned to receive the full level of assistance available to them from FEMA and other participating entities.

Analysis:
At this time Wakulla County does not have pre-event debris contracts in place nor does the County have or identified designated debris management sites. Furthermore, the option to piggyback on the City of Tallahassee and Leon County's is not an option at this time.

Staff is requesting approval to move forward with an RFP for all pre-event debris removal, storage and monitoring in accordance with state and FEMA guidelines. If approved, Staff will work with the County Attorney to release an RFP. In addition, the most qualified recommended proposal will come back to the Board for approval at a future meeting.

Budgetary Impact:
The cost to advertise the RFP is estimated at $575.00. To advertise in the Wakulla News is approximately $125.00 and to advertise in the Tallahassee Democrat is approximately $400.00. This will also be placed on the County website at an estimated fee of $50.00.

Options:
1. Approve staff to advertise the Request for Proposal for pre-event debris removal, storage sites, and monitoring.
2. Do not approve staff to advertise the Request for Proposal for pre-event debris removal, storage sites, and monitoring.
3. Board Direction.

Recommendation:
Option #1.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 14, 2012
To:	Honorable Chairman and Members of the Board
From:	Mr. David Edwards, County Administrator Kimberly A. Moore, CEO, **WORK**FORCE *plus*
Subject:	Request Board Approval of Revised **WORK**FORCE *plus* Interlocal Agreement and Appointment of a Designee

Statement of Issue:
This agenda item requests Board approval of the **WORK**FORCE *plus* revised Interlocal/Consortium Agreement and the appointment of a designee.

Background:
In May 1996 meeting, the Board approved the establishment of a Jobs and Education Regional Board (Big Bend Jobs and Education Council) that would serve as the Workforce Development Board for the region (Leon, Gadsden, and Wakulla counties). An Interlocal Agreement, also approved by the Board at its May 1996 meeting, established a multi-jurisdictional arrangement between Leon, Gadsden, and Wakulla County Board of County Commissioners. The Agreement describes the responsibilities of the Boards of County Commissioners.

In 2012, the Florida Legislature passed the Workforce Board Accountability Act requiring that each County review and approves the local workforce board budget with also participating in the review and approval of the annual audit.

Analysis:
In response to the Workforce Board Accountability Act passed during the 2012 legislative session, **WORK**FORCE *plus* has revised the current Interlocal Agreement (Attachment #1) along with the supporting documentation to address the requirements of the Act. The Act, requiring review and approval of both the budget and audit of the local workforce board, goes into effect July 1, 2012. With the changes required, **WORK**FORCE *plus* is requesting the appointment of a designee to a Consortium of representatives from Gadsden, Leon and Wakulla counties, which make up Region 5. The designee selected must be a member of the current Wakulla County Commission body and must attend a minimum of two required meetings annually.

Options:

1. Approve the Interlocal Agreement and Appoint a Designee to the Consortium.
2. Do not approve the Inter Local Agreement.
3. Board Direction.

Recommendation:

Option #1.

Attachments:

1. Interlocal Agreement
2. Workforce Services Plan
3. Final Workforce Board Accountability Act

BIG BEND JOBS & EDUCATION COUNCIL, INC. d/b/a WORKFORCE *plus*
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
LEON COUNTY BOARD OF COUNTY COMMISSIONERS
WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
INTERLOCAL AGREEMENT

This Agreement, entered into by and between the following parties: Gadsden County, Leon County (a charter county), and Wakulla County (a charter county), political subdivisions of the State of Florida, hereinafter referred to as the "COUNTIES", and the Big Bend Jobs & Education Council, Inc. d/b/a **WORK**FORCE *plus*, a Florida nonprofit corporation, in its capacity as the Region 5 workforce board created and existing under Chapter 445, Florida Statutes, hereinafter referred to as "WORKFORCE".

WITNESSETH:

WHEREAS, the Workforce Investment Act of 1998, Public Law 105-220 ("WIA") authorizes expenditures of federal funds for workforce development programs in areas of the state designated by the Governor as a Workforce Development Region; and

WHEREAS, Chapter 445, Florida Statutes, "the Workforce Innovation Act of 2000" ("Workforce Innovation Act") further delineates the roles and responsibilities of all parties in the expenditure of federal funds for workforce development programs in such designated areas; and

WHEREAS, the COUNTIES have been designated by the Governor of the State of Florida as a Workforce Development Region; and

WHEREAS, the WIA and Workforce Innovation Act require the chief local elected officials of each designated Workforce Development Region to establish a regional workforce development board; and

WHEREAS, CS/HB 7023 enacted by the 2012 Florida Legislature and signed into law by Governor Rick Scott provides for the membership of local workforce development boards to be limited to the minimum membership required in Pub. L. No. 105-220, Title I, s. 117(b)(2)(A); and

WHEREAS, WORKFORCE has requested and received certification as the Region 5 Workforce Development Board by Workforce Florida, Inc., the State of Florida Workforce Development Board; and

WHEREAS, the Department of Economic Opportunity, under the direction of Workforce Florida Inc., shall review and certify that WORKFORCE complies with state and federal law; and

WHEREAS, the COUNTIES and WORKFORCE previously entered into an Interlocal Agreement in 2001 defining their respective duties and responsibilities ("Original Interlocal"); and

WHEREAS, WORKFORCE is required to submit its strategic plan and annual budget, as approved by the COUNTIES and/or their designee, to Workforce Florida Inc. for review; and

WHEREAS, the COUNTIES and WORKFORCE desire to revise the terms of the Original Interlocal to define the scope of their relationship and their respective duties and responsibilities for the administration and operation of workforce programs within the Region 5 Workforce Region, as provided herein.

NOW THEREFORE, IN CONSIDERATION OF THE ABOVE AND THE MUTUAL COVENANTS HEREIN, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Purpose:

The purpose of this agreement is to establish and maintain a partnership to carry out the requirements of the WIA, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193), Workforce Innovation Act, applicable federal, state and local regulations including OMB circulars and future state and federal workforce initiatives and laws (together the "Acts").

2. Development of the Two Year Workforce Investment Act Plan:

Pursuant to the WIA and in accordance with the requirements established by the Governor of the State of Florida, WORKFORCE shall develop the Two Year Workforce Investment Act Plan and other plans, as required, and shall present said plans to the COUNTIES for review and approval. Upon approval and execution of the plans by the COUNTIES when required by the Acts, acting through the COUNTIES Commission, or its designees, the plans will be submitted to the proper funding authorities by WORKFORCE.

3. Establishment of the Gadsden, Leon, Wakulla Workforce Development Consortium

The Gadsden, Leon and Wakulla Workforce Development Consortium (the "CONSORTIUM") is hereby created to be organized as hereinafter provided. Each respective Board of County Commissioners shall identify and designate one individual to serve as their designee on the CONSORTIUM. The designee shall be a voting member. The CONSORTIUM will exercise approval authority, which will not be unreasonably withheld over the budget adopted by WORKFORCE for final submittal and approval to Workforce Florida Inc. The CONSORTIUM will also exercise approval authority and review of the annual audit as conducted over WORKFORCE for final submittal to the proper funding authorities by WORKFORCE.

4. Duties and Responsibilities of WORKFORCE:

The COUNTIES hereby designate WORKFORCE as the local sub-grant recipient and local fiscal agent for all WIA and workforce development programs operating within the Region 5 Workforce Region (the "Program"). In that capacity, WORKFORCE shall act as its own administrative entity, and be responsible for all Program activities as required by the Acts, including and/or subject to the following:

A. WORKFORCE shall employ personnel to carry out the effective and efficient operation of the Program and to provide necessary technical assistance to WORKFORCE, acting in partnership with the COUNTIES as provided herein;

B. WORKFORCE shall organize and train such staff as necessary to conduct the functions and operations of WORKFORCE as provided herein;

C. WORKFORCE, through the actions of said personnel, as authorized, approved or directed by the WORKFORCE Board of Directors, shall:

1. Prepare planning documents required by applicable state and federal law and, after any required approval by the COUNTIES, submit them to the appropriate funding authorities for approval;

2. Prepare and submit for approval by the CONSORTIUM, an annual budget for the proper expenditure of all funds allocated to WORKFORCE;

3. Direct the receipt and expenditure of funds in accordance with the Acts, this Agreement, approved local plans and budget, and/or all applicable Federal, State or Local Laws;

4. Execute contracts, sub-grants and other agreements necessary to carry out the programs authorized by the Acts, including making the designation of the One Stop Operator, selecting and designating youth service providers, identifying eligible providers of adult and dislocated worker intensive and training services, and maintaining a list of those providers with performance and cost information;

5. Reach agreement with the Governor on local performance measures;

6. Recommend policy and develop program procedures for program management, planning, operation, evaluation and other necessary functions;

7. Evaluate program performance and determine whether there is a need to reallocate program resources and to modify the grant agreement with the State of Florida;

8. Establish and maintain such committees as determined by the WORKFORCE Board of Directors;

9. Establish and maintain in force agreements with each of the required local One Stop Partner agencies;

10. As the fiscal agent, collect, account for, invest and expend Program income generated by Program activities pursuant to the Acts and State of Florida requirements and approved WORKFORCE bylaws, procurement policies, finance and accounting policies and cash management policies;

11. Conduct oversight with respect to activities, programs and expenditures under WTA and such other federal programs that assign responsibility for oversight over programs, activities and expenditures. Oversight shall include monitoring related to administrative costs, duplicated services, career counseling, economic development, equal access, compliance and accountability, and performance outcomes.

12. Enforce all agreements and take action against any sub-recipient or vendor for abuse in the programs in order to protect the funds and the integrity of the program, subject to final approval or ratification by the Audit Committee and the WORKFORCE Board of Directors;

13. Coordinate workforce investment activities with economic development strategies and developing employer linkages;

14. Promote private sector involvement in the statewide workforce investment system through effective brokering, connecting and coaching activities through intermediaries in the local area or through other organizations to assist employers in meeting hiring needs;

15. Develop and administer a system to hear and resolve all grievances or complaints filed by participants, subcontractors or other interested parties as required by the Acts, Regulations or State Laws, subject to approval by the COUNTIES.

16. Develop fiscal controls, accounting, audit and debt collection procedures to assure the proper disbursal of, and accounting for, funds received under WIA, with at least fifty percent (50%) of the Title I funds for Adults and Dislocated Workers that are passed through to WORKFORCE allocated to and expended on Individual Training Accounts, unless a waiver is received from Workforce Florida Inc.

17. Make available to the COUNTIES and the general public through its website, www.wfplus.org, the audit conducted in accordance with OMB Circular A-133/Single Audit Act annually.

18. Perform any other functions as necessary or appropriate to meet its responsibility for the operation of the Program;

19. Maintain the required insurance coverage to protect the counties addressed through this agreement.

D. WORKFORCE shall have authority to seek, compete for and secure other sources of funding consistent with and in accordance with its purpose and for such other purposes as WORKFORCE may deem appropriate and necessary.

E. WORKFORCE shall perform or cause to have performed internal audits and monitoring of all funds as required by the Acts and in accordance with the provisions of paragraph 6(c) herein; shall satisfactorily resolve any questions or problems arising from said audits and monitoring; and present audit and monitoring findings directly to the Audit Committee and CONSORTIUM.

F. WORKFORCE shall adopt such procedures to ensure compliance with applicable conflict of interest and public meetings laws. Members of the WORKFORCE Board of Directors shall ensure there is no conflict of interest in the actions of the WORKFORCE Board or its members with respect to all activities by complying with all disclosure, conflict of interest statutes, and other regulations and guidelines, as well as complying with all public meeting requirements, notifications and restrictions as prescribed by law.

G. In order to exercise its independent Program oversight, WORKFORCE shall serve as the one stop operator and/or a direct service provider of certain components or all components of workforce services if deemed necessary by the WORKFORCE Board of Directors.

H. WORKFORCE shall promote and solicit participation by the business community in the Program in order to maximize services to eligible residents of the area.

I. WORKFORCE shall collect or have collected appropriate labor market information to determine business and industry needs for specific job categories in the COUNTIES.

J. WORKFORCE shall approve, in conjunction with the COUNTIES, all plans as may be required under the Wagner Peyser (employment services) Act.

K. WORKFORCE shall exert every reasonable and necessary effort to resolve disagreements between WORKFORCE and the COUNTIES.

L. WORKFORCE shall comply with all the filing and other requirements mandated by the Florida not-for-profit corporation statutes, and applicable IRS regulations and filings.

M. WORKFORCE shall complete and submit all assurances and certifications as required by the funding sources.

5. Duties and Responsibilities of the COUNTIES:

Each Board of County Commissioners is designated as the Chief Elected Officials under the WIA, and in the capacity as the local grant recipient shall have the following duties and responsibilities:

A. Appoint and reappoint members to the WORKFORCE Board of Directors in a timely manner so as to maintain the minimum number of members required by WORKFORCE's bylaws, CS/HB 7023 enacted by the 2012

Florida Legislature and as provided in the WIA. Each Board of County Commissioners shall have the authority to remove a Board Member for cause which was appointed by that Commission for their specific county to the WORKFORCE Board of Directors. Cause may include, but is not limited to, conviction of a crime involving moral turpitude or dishonesty; and/or intentional and flagrant violation of County or WORKFORCE standard of conduct to include ethical violation; and/or any conduct the COUNTIES determine to be detrimental to WORKFORCE and/or the County or to the purposes and objectives of the workforce development system. Removal of the Chair and/or Officer of the WORKFORCE Board of Directors requires approval by all COUNTIES.

The WORKFORCE Board of Directors membership shall number thirty-four (34). Thereafter, the number of members of the RWDB shall be determined by the WORKFORCE, but must remain compliant with the WIA and the State of Florida Workforce Innovation Act of 2000, as amended.

Members shall be appointed for fixed terms and may serve until their successors are appointed. Terms of the WORKFORCE members shall be three (3) years.

A majority of the WORKFORCE shall be representative of the private sector, who shall be owners of businesses, chief executives, or chief operating officers of non-governmental employers, or other private sector executives who have substantial management or policy responsibility. The Chairman of the WORKFORCE shall be a representative of the private sector and shall be selected by the membership of the WORKFORCE.

The private sector representatives on the WORKFORCE shall number nineteen (19) and shall be selected in the following manner:

1) Nominations for the private sector seats shall be submitted to the respective County Commissions or their designee by local business organizations including local chambers of commerce, downtown merchants associations, area business associations, etc., but must be compliant with the WIA and State of Florida Workforce Innovation Act of 2000.
2) Such nominations for the WORKFORCE shall be representative of the business community. In addition, the number of private sector seats appointed by the respective county commissions shall be apportioned as follows:
   (a) Leon County Commission, eight (8);
   (b) Gadsden County Commission, six (6); and
   (c) Wakulla County Commission, five (5).
3) Fourteen (14) of the remaining board membership is specified in the State of Florida Workforce Innovation Act of 2000.

4) The following members **are not nominated** by the three (3) respective County Commissions or their designee, but are appointed as specified in the State of Florida Workforce Innovation Act of 2000:
   (a) The President of the local community college (1);
   (b) The public School Superintendents of Gadsden, Leon, and Wakulla counties (3);
   (c) Three (3) economic development representatives nominated by the economic development agencies in Gadsden, Leon and Wakulla counties;
   (d) One (1) Private Not-for-Profit School representative;
   (e) One (1) Private For-Profit School representative;
   (f) Two (2) organized labor representatives;
   (g) Three (3) community-based organizations serving veterans and persons with disabilities; preference will be given to nominations by the local County Commissions;
   (h) One (1) representative from the one-stop partners as selected by the One-Stop Consortium.

B. Consult from time to time on a continuing basis with WORKFORCE as either party request.

C. Appoint and reappoint members to the CONSORTIUM as defined in Section 3.

D. Provide such Program oversight to ensure the effective and efficient delivery of all services as provided for in accordance with this Agreement, WORKFORCE's approved plans, and as defined in the WIA.

E. Review, make recommendations, and approve, in its reasonable discretion, all plans as may be required under the Wagner Peyser Act.

F. Take prompt corrective action as it determines appropriate in its reasonable discretion when necessary to comply with the Acts, or to assure that performance standards are met.

G. Ensure and provide oversight, through WORKFORCE Board meetings and WORKFORCE staff presentations, as well as approval of WORKFORCE policies, reports and other agreements that WORKFORCE has and maintains adequate administration, controls and management for funds and programs handled by WORKFORCE including, but not limited to, such activities as receipts and disbursement of funds, monitoring, evaluation and contracting.

H. Exert every necessary and reasonable effort to resolve disagreements between WORKFORCE and the COUNTIES.

6. Financial Responsibility for the Program:

As provided in the WIA, the Board of County Commissioners of the COUNTIES, as the Chief Elected Officials, are not relieved of the liability for the misuse of grant funds by the designation of WORKFORCE as sub-grantee and fiscal agent as provided herein, as authorized by the WJA, and WORKFORCE agrees to the following, in order to provide assurances to and protection for the Chief Elected Officials as to sound fiscal management of the Program in compliance with the Acts:

A. Indemnification. Unless determined to be contrary to applicable law, WORKFORCE shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the COUNTIES, WORKFORCE, its agents or employees; or by, or in consequence of any act or omission, neglect or misconduct in the performance of this Agreement; or on account of any act or omission, neglect or misconduct of WORKFORCE, its agents or employees; or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except *only* such injury or damage as shall have been occasioned by the sole negligence of the COUNTIES.

B. Disallowed Cost Liability. In the event WORKFORCE is found responsible for any disallowed costs, through whatever means, WORKFORCE and the COUNTIES will mutually work to resolve all such disallowed costs. In the event that repayment of funds is demanded by the funding source, WORKFORCE will have first responsibility for repayment, through its insurance, bonds, grant or non-grant funds as allowed by the Acts. If WORKFORCE's insurance, bonds, grant or non-grant funds are insufficient for the demanded repayment, then any repayment obligation shall be determined as provided by the Acts.

C. Additional Financial Assurances. During the term hereof, in addition to any other remedies provided by law, the Acts, or in this Agreement, in the event the COUNTIES reasonably determines that additional financial or performance assurances are necessary to protect the interests of the COUNTIES, as the Chief Elected OfficialS, after written notice to WORKFORCE, the COUNTIES may: (i) require WORKFORCE to withhold payments from its designated one stop operator(s) or service providers; (ii) require that all contracts, and payments thereon, provide for the retainage of a portion of payments due; (iii) make any appearances in any proceedings or conduct any reviews or examinations the COUNTIES reasonably deems necessary; or (iv) post such security, as the COUNTIES reasonably deems necessary, for the performance of any obligations as provided in the Acts or this Agreement.

7. Term and Termination:

A. Term. The term of this Agreement shall commence on the Effective Date or the filing of this Interlocal Agreement as provided in paragraph 12 herein, whichever occurs last, and continues through June 30, 2013, unless otherwise terminated as provided herein. Thereafter, this Agreement shall automatically renew for additional one year terms commencing on July 1 and ending in June 30, unless either party provides written notice of its intent not to renew on or before March 1 of any extension period.

B. Termination for Convenience. Either Party may terminate this Agreement, without cause, by giving one hundred fifty (150) days prior written notice of the termination hereof pursuant to this provision.

C. Termination on Default.

1. Each of the following shall constitute an Event of Default:

(a) The failure or refusal by either party to substantially fulfill any of its obligations in accordance with this Agreement, provided, however, that no such default shall constitute an Event of Default unless and until the nondefaulting party has given prior written notice specifying that a default or defaults exist which will, unless corrected, constitute a material breach of this Agreement, and the defaulting party has either corrected such default or has not cured the defaults, as determined by the nondefaulting party to correct the same within thirty (30) days from the date of such notice;

(b) The written admission by WORKFORCE that it is bankrupt, or the filing by a voluntary petition as such under the Federal Bankruptcy Act, or the consent by WORKFORCE to the appointment by a court of a receiver or trustee or the making by Contractor of any arrangement with or for the benefit of its creditors involving an assignment to a trustee, receiver or similar fiduciary regardless of how designated, of all or a substantial portion of Contractor's property or business, or the dissolution or revocation of WORKFORCE'S corporate charter.

2. Upon the occurrence of an Event of Default, the nondefaulting party shall have the right to immediately terminate this Agreement upon written notice to the party in default.

D. Fiscal Nonfunding. In the event that sufficient budgeted funds are not available for a new fiscal period, the COUNTIES shall notify WORKFORCE of such occurrence and the Agreement shall terminate on the last day of the current fiscal period without penalty or expense to the COUNTIES.

8. **Notice:**

Except as otherwise provided in this Agreement, any notice required or permitted to be given hereunder shall be delivered personally or sent by mail with postage pre-paid to the following addresses or to such other places as may be designated by the parties hereto from time to time.

For WORKFORCE:
Chief Executive Officer
325 John Knox Road,
Bldg B100
Tallahassee, Florida 32303

For GADSDEN COUNTY:
Chairperson
PO Box 1799
Quincy, Florida 32351

For LEON COUNTY:
Chairperson
301 S. Monroe Street,
5th Floor
Tallahassee, Florida 32301

For WAKULLA COUNTY:
PO Box 1263
Crawfordville, Florida 32326

9. Merger:

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes any and all oral agreements and/or negotiations between the parties relating to the subject matter thereof. All items referred to in this Agreement are incorporated or attached and deemed to be a pat1of this Agreement.

10. Modification:

This Agreement may be modified by the mutual consent of the parties thereto, in any lawful manner and consistent with the Acts, Regulations or any rule promulgated thereto.

11. Resolution of Disagreements:

A. To facilitate the timely and effective resolution of any controversy or dispute that may rise under this Agreement, the Chairman of WORKFORCE and the COUNTIES Administrators shall undertake negotiations to resolve the matter. To the extent the controversy or dispute cannot, after good faith effort, be resolved either party may refer the matter to non-binding mediation. The dispute will be mediated by a mediator chosen jointly by WORKFORCE and COUNTIES within thirty (30) days after written notice demanding non-binding mediation by either party. Neither party may unreasonably withhold consent to the selection of a mediator, and WORKFORCE along with the COUNTIES will share the cost of the mediation equally. The parties may also, by mutual agreement, replace mediation with some other form of non-binding alternate dispute resolution ("ADR") procedure.

B. In the event that any claim, dispute or demand cannot be resolved between the parties through negotiation or mediation as provided herein within 60 days after the date of the initial demand for non-binding

mediation, then either party may pursue any remedies as provided by Jaw.

12. Independence of Terms:

In the event any terms or provisions of this Agreement or the application to any of the parties hereto, person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision to the parties hereto, persons or circumstances other than those as to which it held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by the Acts.

13. Filing of Agreement:

This Agreement shall be filed with each COUNTIES Clerk of the Circuit Court as required by Sec. 163.01(11) Florida Statutes.

14. Termination of Original Interlocal:

This Agreement supersedes all prior agreements between the parties, and said prior agreements, including the Original Interlocal between the parties are hereby terminated.

BIG BEND JOBS & EDUCATION COUNCIL, INC. d/b/a WORKFORCE *plus*
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
LEON COUNTY BOARD OF COUNTY COMMISSIONERS
WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
INTERLOCAL AGREEMENT

THIS AGREEMENT IS ENTERED INTO ON BEHALF OF:

GADSDEN COUNTY

_____
Chairperson, Sherrie Taylor

_____
Date of Commission Action

APPROVED AS TO FORM:

BY:_____
Gadsden County Attorney

ATTEST: Gadsden County Clerk of the Circuit Court

BY:_____
Gadsden County Clerk of the Circuit Court

LEON COUNTY

_____
Chairman, John E. Dailey

_____
Date of Commission Action

APPROVED AS TO FORM:

_____
Leon County Attorney

ATTEST: Leon County Clerk of the Circuit Court

BY:_____
Leon County Clerk of the Circuit Court

WAKULLA COUNTY

_____
Chairman, Alan Brock

_____
Date of Commission Action

APPROVED AS TO FORM:

_____
Wakulla County Attorney

ATTEST: Wakulla County Clerk of the Circuit Court

BY:_____
Wakulla County Clerk of the Circuit Court

BIG BEND JOBS & EDUCATION COUNCIL, INC. d/b/a WORKFORCE *plus*
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
LEON COUNTY BOARD OF COUNTY COMMISSIONERS
WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
INTERLOCAL AGREEMENT

BIG BEND JOBS & EDUCATION COUNCIL, INC. d/b/a WORKFORCE *plus*

_____
Chairperson, Barbara C. Edwards

APPROVED AS TO FORM:

BY:_____
Secretary, Lee Harvey

BIG BEND JOBS & EDUCATION COUNCIL, INC. d/b/a WORKFORCE *plus* – REGION 5
WORKFORCE SERVICES PLAN 2011-2012

Executive Summary

I. Local Plan Process

WIA Section 118 requires that each local Board, in partnership with the appropriate chief elected officials, develop and submit a comprehensive one year local plan to the Governor, which identifies and describes certain policies, procedures and activities that are carried out in the local area consistent with the State Workforce Investment Plan. The plan must be developed in collaboration with local partners.

The public, including partners, must have an opportunity for public comment and input into the development of the local Workforce Services Plan prior to its submission to the WFI. The opportunity for public comment must include the following:

- Make copies of the proposed local Workforce Services Plan available to the public (through such means as public hearings and local news media);
- Include an opportunity for comment by members of the local Board and members of the public, including representatives of business and labor organizations;
- Provide at least a 30-day period for comment, beginning on the date the proposed plan is made available, prior to its submission to WFI (**Note: The comment period can extend beyond the due date of the plan**.);
- Be consistent with the requirement in WIA Section 117(c), which requires that the local Board make information about the plan available to the public on a regular basis through open meetings (public hearings) and local news media; and
- Submit all comments received that express disagreement with the local Workforce Services Plan to the WFI, along with the local plan.

A. Description of Workforce Plan Development Process: Collaboration with Partners for WIA, Wagner-Peyser, WT/TANF, and FSET Programs

I.A1.	Describe the process used to ensure public comment on and input into the development of the local Workforce Services Plan. Include a description of specific steps taken to include input from members of the local Board and members of businesses and labor organizations. RWBs that are designated as significant MSFW areas must ensure individuals/organizations serving the MSFWs are informed of the plan and are provided the opportunity to comment on the local Workforce Services Plan.
WORKFORCE *plus* provided an opportunity for comments related to the local Workforce Services Plan through the use of the organizational website, promotion through social media and direct contact with the Local Elected Officials in the three county area. The Plan was provided to each Local Elected Official two weeks prior to the actual approval date. The Plan was posted on the organizational webpage for 30 days. Notice of posting on the website was sent out via the organizational Twitter and Facebook account. To address the MSFW population in Gadsden County, a direct letter was sent to the Panhandle Area Education Consortium – Migrant Program to inform them on the availability of the plan on the organizational website and to request comments at their earliest convenience.	

I.A.2.	Describe how comments were considered in the local Workforce Services Plan development process.
At this time, comments have not been received for the local Workforce Services Plan. However, should comments be received, each one will be evaluated and changes/comments will be incorporated into the Plan. Any changes made to the local Plan will be submitted to the Local Elected Officials for their information.	

B. Description of Process for Providing Public Comments

I.B.	Summarize and include as an attachment any comments that express disagreement with the plan. Comments received after submission of the local Workforce Services Plan that express disagreement with the plan should also be forwarded to WFI at the address previously indicated in the introduction section above.
Not Applicable	

II. Local Vision and Goals

Florida's vision and strategic goals have been established in the State Workforce Investment Plan that was recently modified under the direction of Governor Scott. Florida's broad strategic economic and workforce development goals are also set forth in the Workforce Florida Act and Enterprise Florida's 2010-2015 Strategic Plan for Workforce Development and its January 1, 2011 Update. The vision and goals will continue to be refined by the Florida State Legislature and State Workforce Board.

II.A.1. Review/ Update Required	Describe the local workforce vision and goals reflecting all workforce programs including WT/TANF and FSET that were developed in response to the vision and goals expressed in Sections I and II of the State Workforce Investment Plan. The vision, goals and objectives of these programs should support and complement the vision, goals and objectives identified in the 2010-2015 Strategic Plan for Workforce Development.

WORKFORCE *plus* has a strong, clear vision for local workforce development that has primarily developed in parallel with its vision for economic development. **WORK**FORCE *plus* has set forth goals consistent with those of the state and federal guidance. Additionally, we have worked to incorporate goals that are specific to the local region as we are tasked with continuing to ensure progress. Our primary goal is geared to meeting the employer's immediate and emerging skill needs while preparing the available workforce to provide the solution to employment needs. Some key goals and guiding principles to meet our regional needs are 1) Continue to build strong, focused partnerships with the business and educational community throughout all aspects of the service delivery process. 2) Align the local workforce development system with local economic development initiatives. 3) Continue to pursue partnerships and grants that create alternative sources of revenue that will enhance workforce development. 4) Continue to expand and improve upon the integrated approach to marketing and branding initiatives that will increase awareness of the services provided and enhance the image of **WORK**FORCE *plus* within the community. 5) Create new value added partnerships and strengthen existing partnerships with community organizations that will enhance workforce development. 6) Attract and retain top talent.These goals were created/implemented with the intent of enhancing the services and outcomes for all programs operated by **WORK**FORCE *plus* which include but are not limited to WIA, Welfare Transition, Wagner-Peyser, and other programs as well as partner goals. The Region has continued to build strong partnerships with the education and training institutions in the area as these are key players in the overall success of our customers. Our system has been greatly improved with the development and implementation of the Employ Florida Marketplace (EFM), which creates both a self-assisted and staff-assisted approach to providing services. **WORK**FORCE *plus* has created a focused approach to the delivery of workforce services to youth. The program, First Connect, focuses on the connection to job skills, education, careers, local businesses, and learning more about themselves. First Connect serves as the first connection between education and employment for many youth. Connecting to job skills will enable the youth to learn new skills that will prepare them to gain employment at a job they like. Connecting to education will assist the youth in gaining the confidence while they are employed to complete a high school diploma or earn a GED and to pursue post secondary education opportunities. The youth will learn about many careers that will give them the opportunity to grow and earn money. Learning about themselves, likes and dislikes, how they think, traits they possess, will allow them to learn what they have to offer on the workplace. Connecting to local businesses and learning how to market their skills and discovering what skills and talents the employers are seeking will enable the youth to gain employment and be productive employees. The vision, goals and objectives of the region's programs both support and complement the vision, goals and objectives identified in the Workforce Florida Strategic Plan 2010-2015.

II.A.2. Review/Update Required	Please describe the economic development goals for the RWB and how they will be aligned with the workforce system.

The economic goals for **WORK**FORCE *plus* are: 1) Support the development of a trained and skilled workforce that has the skills needed to attract new businesses to the area. 2) Provide customized training that will enable existing businesses to expand. 3) Focus on high growth, in demand occupations that will add value to the local economy. This would include industries such as health care and social assistance; leisure and hospitality; trade; transportation; and utilities. 4) **WORK**FORCE *plus* will continue to work closely with the economic development community in Gadsden, Leon, and Wakulla counties to

communicate all matters relating to workforce development. 5) Work collaboratively with local educational institutions to ensure that we create the dynamics necessary to retain the talent being produced among the institutions. 6) Ensure that initiatives are in place that will meet the individual needs of Gadsden, Leon, and Wakulla counties. **WORK**FORCE *plus* has not only aligned but intertwined the goals of economic development within the workforce system. The region works with educational partners, economic development partners, and the employers to ensure that the area continues to identify the needs of the workforce and improve the skill levels of the workforce which help to ensure the region maintains its competitiveness in the global market.

B. Provide a Brief Overview of the Process for Attaining the Local Board's Workforce Goals

II.B Review/Update Required	Describe the process used to attain the local Board's Workforce Service Plan, including a brief overview of the process used in developing strategies that describe current and future plans to improve and deliver services for the WIA, TAA, Wagner-Peyser, Job Corps, MSFW, Veteran, WT/TANF and FSET programs.

Our regional workforce, employers, and economic development partners will work together to identify and upgrade the workforce skills that will be necessary to prepare the workforce to be successful in the forecasted areas of growth (demand occupations). **WORK**FORCE *plus* promotes job creation and economic growth by providing employers with current information concerning tax incentives and training opportunities that include programs such as On-the-Job-Training (OJT), and Employed/Incumbent Worker Training programs. These training programs enable the employers to retain employees with up to date skills and maintain a quality workforce. Specific job training programs identified through our local employers and in concert with Workforce Florida, Inc. (WFI) will be supported by **WORK**FORCE *plus*' workforce delivery system. Strong coordination with state and local partners will encourage economic growth, skilled workers, and career advancement. Job placement and job retention is critical to our region's success and will be measured against the established performance standards and reported on the Balanced Score Card (BSC) report. Our workforce system will provide access to the full continuum of workforce development services, using a variety of delivery systems and methods, and will serve as the hub for all workforce activities. Additionally, **WORK**FORCE *plus* will continue to coordinate services between all programs to eliminate unwarranted duplication. This will result in a seamless system that is efficient, effective and accountable. Job placement, job retention, and return-on-investment will serve to direct workforce development expenditures and be a part of the measure used to measure ongoing successful attainment of goals established by **WORK**FORCE *plus*. **WORK**FORCE *plus* will be the major source of information distribution to Welfare Transition applicants, recipients and former recipients, Veterans, MSFWs and Wagner-Peyser customers. The RWB has implemented a yearly strategic planning session that includes all stakeholders within the community. The goal of this meeting is to formulate strategies that address the needs of all programs. Priorities formulated include: 1) Build strong partnerships with the business and educational community throughout all aspects of the service delivery process. a) Continue to create new relationships within the employer and educational communities in Gadsden, Leon, and Wakulla counties. b) Implement a demand driven model based on the needs of the employer community. c) Identify the areas where there are differences between the skills of the existing workforce and the requirements of the employer community. Provide customized training that will eliminate the gap and meet the needs of the business community. d) Tailor screening processes to meet the needs of individual employers to ensure that only qualified applicants are referred. e) Promote job retention through just in time training to incumbent workers that will ensure that they have the skills needed to keep pace with the needs of employers. f) Create partnerships and programs with the education community that will help ensure that the future workforce is job ready. g) Actively involve the employer and education community as a true partner in the development of new initiatives. 2) Align the local workforce development system with local economic development initiatives. a) Support the development of a trained and skilled workforce that has the skills needed to attract new businesses to the area. b) Provide customized training that will enable existing businesses to expand. c) Focus on high growth, in demand occupations that will add value to the local economy This would include industries such as healthcare and social assistance; leisure and hospitality; trade; transportation; and utilities. d) Work closely with the economic development community in Gadsden, Leon, and Wakulla counties to maintain open lines of communication in all matters relating to workforce development. e) Ensure that initiatives are in place that will meet the individual needs of Gadsden, Leon, and Wakulla counties.

III. Assessment of Labor Market Needs (Emphasis on a "Demand-Driven" System)

The State of Florida is committed to focusing on those skill gaps identified by the needs of its employers, and this will continue to be a high priority. Under existing legislation, the RWBs have the policy and service design authority for all local services, including services to employers; and as such, they take the lead in working with the local employer community including determination of the needs of the community. It is anticipated that surveys and other forms of feedback will be conducted with employers who use the one-stop delivery system services to continually improve services, and with employers who do not use the one-stop delivery system services in order to identify needed services. Local input from chambers of commerce, economic development councils and other organizations will continue to shape the level and quality of services provided to employers.

A. Identification of Workforce Needs of Area

III.A Review/Update Required	Describe the process used to identify the workforce needs of the businesses, job seekers and workers in the local area.

Within **WORK**FORCE *plus*' service area, all employers (to include state agencies), job seekers, and employed workers help to identify workforce needs. Needs of Businesses: 1) Quality employees who are dependable, ethical, skilled, motivated and computer literate. 2) Work readiness and customized training for employers. 3) Opportunities for the existing workforce to obtain skill upgrades. 4) Knowledge of and access to available employer services through the **WORK**FORCE *plus* Center for Business & Employer Services. 5) Reliable public transportation that is employment focused, providing schedules and routes to urban and rural employers. 6) Reliable childcare that is affordable and employment focused (i.e. non-traditional hours, weekends etc.). Needs of Job Seekers: 1) Reliable public transportation that is employment focused, providing schedules and routes to urban and rural employment opportunities. 2) Knowledge of and access to job vacancies/opportunities. 3) Knowledge of and access to available training/education program opportunities. 4) Knowledge of the jobs that will meet their skill level. 5) Childcare that is affordable, accessible, and available throughout the region, including services provided on the job site. 6) Knowledge of and access to available supportive and transitional services. 7) Knowledge of and access to services available through the **WORK**FORCE *plus* offices Employer Services unit including those services that increase earnings capacity. Needs of Workers: 1) Reliable public transportation that is employment focused, providing schedules and routes to urban and rural employers. 2) Childcare that is affordable, accessible and available throughout the region, including services provided on the job site. 3) A benefit package that includes adequate medical coverage and retirement. 4) Knowledge of and access to available training/education program opportunities that are inclusive of skills upgrade opportunities. 5) Knowledge of and access to available supportive and transitional services. 6) Knowledge of and access to services available through the **WORK**FORCE *plus* offices Employer Services unit including those services that increase earnings capacity. Our regional workforce, employers, and economic development partners will work together to identify and upgrade the workforce skills that will be necessary to prepare the workforce to be successful in the forecasted areas of growth (demand occupations). Specific job training programs identified through our local employers and in concert with Workforce Florida Inc. and other appropriate state agencies will be developed through or supported by **WORK**FORCE *plus*' One-Stop delivery system. Coordination with state and local partners will encourage economic growth, skilled workers, and promote career advancement. Job placement and job retention is critical to our region's success and will be measured against the established performance standards and reported on the Balanced Score Card (BSC) report. Our workforce system will provide access to the full continuum of workforce development services, using a variety of delivery systems and methods, and will serve as the hub for all workforce activities. **WORK**FORCE *plus* will continue to coordinate services between all programs to eliminate unwarranted duplication. This will result in a seamless system that is efficient, effective and accountable. Job placement, job retention, and return-on-investment will control workforce development expenditures and be a part of the measure for **WORK**FORCE *plus*' success.

B. Identification of Current and Projected Employment Opportunities

III.B. Review/Update Required	Identify the current and projected employment opportunities in the local area. For assistance in obtaining this information, please refer to the Labor Market Statistics website and the Florida Education and Training Placement Information Program (FETPIP) website.

According to the Florida Research and Economic Database (FRED) – Labor Market Information, **WORK**FORCE *plus'* (Region 5) statistics for July 2011 show that the unemployment rate was 9.0% representing a labor force of 187,674, employed 170,738, and unemployed 16,936. The State of Florida's unemployment rate during the same time period was 11%, representing a 9,290,000 labor force, 8,271,000 employed, and 1,019,000 who are unemployed. The 2010 population of **WORK**FORCE *plus'* operating area (Gadsden, Leon, and Wakulla counties) was estimated at 352,652. This represents a 14.7 percent increase from 2000. The most recent statistics show an average weekly wage in the 3rd Quarter 2010 was $744. This would be equivalent to $18.60 per hour or $38,688 per year, assuming a 40-hour week worked the year around. In comparison, Florida's average weekly wage was $780 and the United States' overall average weekly wage was $870. The largest major industry sector was Public Administration, with 22 percent of the employment, followed by Health Care and Social Assistance with 13 percent, and Education Services with 11 percent. The largest major occupation group was Office and Administrative Support Occupations with 17 percent followed by Business and Financial Operations Occupations with 11 percent. **WORK**FORCE *plus* will compete nationally and internationally for business recruitment and economic development, particularly in fields of high wage/high skill occupations to include emerging industries such as clean energy, aviation, aerospace, homeland security and defense, and life sciences. Emphasis will be placed on producing skilled workers through appropriate education and training coupled with economic development and encourage opportunities to diversify by recognizing and promoting these emerging industries. According to 3rd Quarter 2010 Labor Market Information, the following was recognized as top industries in the **WORK**FORCE *plus'* operating area based on the number of establishments and employees:

Industry Group	Establishments	Employees
Public Administration	326	34532
Health Care and Social Assistance	741	20170
Education Services	146	17723
Retail Trade	1248	16714
Accommodation and Food Services	722	14083
Professional, Scientific & Technical Service	1523	10330
Admin., Support, Waste Mgmt, Remediation	562	6276
Other Services (except Public Admin.)	1130	6106
Construction	1029	5974
Finance and Insurance	517	4792
Manufacturing	162	3684
Information	195	3167
Wholesale Trade	328	2924
Transportation and Warehousing	127	2054
Real Estate and Rental & Leasing	436	2022
Agriculture, Forestry, Fishing & Hunting	65	1629
Arts, Entertainment, and Recreation	116	1480
Management of Companies & Enterprises	42	473
Mining	7	165

C. Description of Necessary Job Skills

III.C.	Describe the job skills necessary for participants to obtain employment based on current and projected job opportunities in the region.

Employment opportunities in the **WORK**FORCE *plus* service area require basic educational reading and math skills. The Ready to Work (RTW) credentialing is a new employee credentialing program that tests and scores Applied Mathematics, Reading for Information, and Locating Information. Earning this nationally recognized credential gives jobseekers a competitive edge – a Credential that proves to employers that they have the right skills for the job. For employers, it takes the guesswork out of hiring, saving time and money. Florida Ready to Work is sponsored by the State of Florida; there is no cost for employers or jobseekers to participate in the program. **WORK**FORCE *plus* promotes the use of the RTW program to employers and job seekers, during the program year 2010/2011 835- job seekers earned the Ready to Work credential (Gold-122, Silver-411, Bronze-302). For job seekers who require remediation, the WIN courseware is available to improve their scores. Also, due to the prevalence of college graduates, competition for jobs leading to economic self-sufficiency is keen. A prime example includes service-related jobs that will require stronger and/or enhanced customer service skills that indicate the continued need for job preparedness and employability skills. **WORK**FORCE *plus* provides numerous workshops to improve employability skills to include, among others, resume writing, dress for success, interviewing techniques, and the Training Academy that provides Microsoft Office program training. All of these workshops provide job seekers skills required to give them a competitive edge in the job market while providing employers a skilled and work mature pool of job seekers. Some employment opportunities will require formal training and state certifications. Specialized and specific skills will continue to be developed through On-the-Job Training (OJT) contracts and customized training opportunities where appropriate.

D. Targeted Occupations

III.D. Review/Update Required	Describe the process used to identify local targeted occupations for providing occupational skills training. To ensure that your local pocess is consistent with State Targeted Occuplation List Process, please refer to the Labor Market Statistics website at http://www.labormarketinfo.com/wec/0910/wec_tolprocess.pdf

After the Agency for Workforce Innovation (AWI) and Labor Market Statistics (LMS) meet at the Workforce Estimating Conference (WEC) the industry and occupational employment projections to include occupational wage estimates are created. The WEC makes decisions on the criteria that will be used to define high skill/high wage occupations and approves the Statewide Occupational Demand List. Workforce Florida, Inc. (WFI) decides on the criteria that will be used to define high skill/high wage occupations for all regions. LMS then adjust the statewide occupational demand list wage criteria by the Florida Price Level index for each region and prepares the preliminary Regional Targeted Occupations Lists (TOL). **WORK**FORCE *plus* reviews the TOL. WFI announces the release of the preliminary TOLs with a specified due date to request additions or deletions to the list. We review the list and use the Florida Research and Economic Database (FRED) to ensure the occupations on the list are still in demand and show the potential for future job vacancies. Wage data is also verified to ensure the occupations meet the Lower Living Standard Income Level (LLSIL). For occupations that are in decline the request is made to remove them from the TOL. Emerging industries are also identified, if the occupations are in demand and growth potential is identified a request to add these occupations to the TOL is made. Once WFI receives the Regional TOL they conduct a review and obtain additional input from LMS and the Florida Department of Education (DOE). WFI may request supporting documentation to be reviewed. Upon reviewing the supporting documentation and receiving input from LMS and DOE the final recommendation is made. WFI then submits the final recommendations for changes to the WFI Task Force for final approval. The recommendations are based on statistical analysis of our local data and policies established by WFI. The final TOL is approved by WFI and is posted to the internet for Regional Workforce Boards to use as well as other partner agencies.

IV. Local System Infrastructure

IV.A. Review/Update Required	Please provide the following information for your local plan: 1. Current Membership – Regional Workforce Board – Attachment 1 2. Fiscal Agent Design/Administrative Entity/One-Stop Operator – Attachment 2
See Attachment 1 and 2 for current Board membership and the infrastructure design.	

IV.B.	Describe the process for selecting service providers for all workforce programs including but not limited to WIA, TAA, Wagner-Peyser, Job Corps, Veteran, MSFW, WT/TANF, and FSET.
Service providers will be selected competitively in accordance with applicable federal, state, and local regulations. Non-competitive, or sole source procurement shall be minimized, but may be authorized if justified and documented in compliance with applicable federal, state, and local regulations. When procuring services by a competitive solicitation over $50,000, **WORK**FORCE *plus* will use a Request for Proposal (RFP) process. Public notice of the RFP will be provided through newspaper advertising, and a notice will be mailed to all agencies or individuals on the current bidders list, including minority organizations. Upon receipt of proposals by the published deadline, **WORK**FORCE *plus*' Planning Committee will review, rate, and make recommendations to the Executive Committee, prior to approval by full **WORK**FORCE *plus* Board of Directors, which will vote on the matter. When possible, state approved contracts may be utilized for the purchase of equipment, goods, and services. The primary consideration in the selection of service providers shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance goals, cost, quality of training and characteristics of participants. In addition, consideration shall be given to demonstrated performance in making available appropriate supportive services including childcare. Special consideration shall be given to proposals submitted by public educational agencies and community based and minority organizations; however, this consideration shall in no way prevent **WORK**FORCE *plus* from choosing alternative organizations to provide services. Where applicable, factors used in the proposal evaluation process will include, but not be limited to include demonstrated ability, a satisfactory record of past performance, organizational experience, programmatic design, and reasonableness of cost. The Requests for Proposals will contain detailed specifications for program activities to be funded. Staff is appointed by the Chief Executive Officer to serve in the selection process. The Planning committee consists of Board members who have been appointed to the Planning Committee position. Selected Board staff will review each proposal for completeness, ratings are totaled and the staff recommendation is presented to the Planning Committee. The Planning Committee will evaluate service provider proposals based on criteria, which includes the feasibility, value, and appropriateness of proposed activities to customers. Once the Planning Committee has reviewed the proposals they are presented to the Executive Committee. Upon approval from the Executive Committee and the Board of Directors the recommendation is brought before the quarterly Board meeting for approval. A contract or vendor agreement will be executed with each service provider recommended by the Board of Directors for funding and who have successfully completed contract negotiations. Each contract will include a statement of work detailing services to be provided under the contract.	

V. One-Stop Delivery System/Services

Section 118(b)(2) of the WIA requires the following: a description of the one-stop delivery system to be established or designated in the local area including: (A) a description of how the local Board will ensure the continuous improvement of eligible providers of services through the system and that such providers meet the employment needs of local employers and participants; and (B) a list of each Memorandum of Understanding (MOU) described in Section 121(c) between the local Board and each of the one-stop partners concerning the operation of the one-stop delivery system in the local area.

The description of the local one-stop system must include at least one comprehensive physical center that must provide the core services specified in WIA Section 134(d)(2) and must provide access to other programs and activities carried out by the one-stop partners. The local system may include additional

comprehensive centers, a network of affiliated one-stop sites, and specialized centers that address specific needs. Please refer to the Workforce Florida Act that mandates additional partners other than those mandated by the USDOL. Please provide the following information in the RWB's local Workforce Services Plan:

A. Description of the Local One-Stop System

V.A.1.	A brief description of the local one-stop system established for the region

The Workforce Investment Act of 1998 provided a continuum opportunity for **WORK**FORCE *plus* to operationalize its strategic vision by creating a demand-driven workforce system where services can be provided that prepare workers to take advantage of new and increasing job opportunities in high growth/high demand and economically vital industries and sectors of the area's economy. The foundation of this effort is the workforce development system that must serve as a catalyst that links employers, economic development organizations, public agencies, and the education community to build and deliver innovative answers to workforce challenges. Becoming demand-driven represents a major transformation for this system, which for more than forty years has been primarily supply-side driven. The goals, objectives, and core performance measures establish common outcome objectives to drive concerted planning and coordinating activities among employers, education, training, employment and support service providers. The local system is designed with the thought that each county needs a workforce presence in their community. Therefore, there are three (3) full service workforce offices where customers can access services in person or they may seek services for job search and employment needs at EFM (www.employflorida.com). Additionally, the **WORK**FORCE *plus* Executive Center affords professional job seeker candidates an opportunity to meet their employment objectives by linking them with high skill/high wage opportunities. These workforces offices are located at: Gadsden Location - 1140 W. Clark Street Quincy, Florida 32351 at (850) 875-4040; Leon Location - 2525 S. Monroe Street, Suite 3ATallahassee, Florida 32301 at (850) 922-0023; Wakulla Location - 3278 Crawfordville Hwy Unit G, Crawfordville, Florida 32327 at (850) 926-0980; Executive Center - 325 John Knox Road, B100 Tallahassee, Florida 32303 at (850) 414-6085. A range of services support the workforce development system within the **WORK**FORCE *plus* service area. These services are available to adults, youth, and dislocated workers. The range of services available to any eligible applicant is based on an assessment of the individual's needs and individual service strategies. Specific activities incorporated into the **WORK**FORCE *plus* system include: JOB SEEKER SERVICES - Orientation to services; Job Search Resource Room – resources include up-to-date job listings, on-line job search, resume development and resume posting; Career Exploration and Assessment; Resume Writing and other job training seminars; Linkages to job banks; Information on training provider performance and costs; Referral to training and education providers to include occupational skills training, OJT, adult education and literacy, and post-secondary and technical training; local and state labor market information including forecasting data from CIDS, FRED, OIS, ALMIS, OSMIS, EFM, and LMI; Information on and referral to supportive services such as child care, transportation and domestic violence, from partner agencies and other community-based organizations; Procedures for unemployment insurance registration; Referral to potential employment opportunities; Determination of eligibility for federal workforce programs; Data regarding Region 5's WIA Performance Standards; Comprehensive skill assessment and service needs; Case Management; ITA's for training; Veteran's Employment Assistance Information; Older Worker Program information; Migrant and Seasonal Farm Worker information and counseling in both English and Spanish; Welfare Transition Program information and counseling; Counseling and referral for individuals with disabilities; Information regarding HUD training programs; Career Management; IRP development; Wagner-Peyser services, to include pre-employment services; Food Stamp Employment and Training (FSET) program; Training opportunities provided through specific grants awarded to **WORK**FORCE *plus*; Universal workshops designed to address a variety of workforce issues. EMPLOYER SERVICES - Receipt, posting and filling of job orders; Employed Worker Programs; Screening and referral of qualified candidates for employment; Verification of basic skills, occupational skills and work experience; Assistance in accessing state and national job banks and automated labor market information; Providing current local labor market data and FAWI projection data including occupational growth Welfare Transition rates and wage rates; Information regarding training incentives and programs, tax incentive programs and other economic development programs offering assistance for new and/or expanded business; General and updated information regarding unemployment, insurance, and worker's compensation; Customized recruitment, qualification and assessment screening of applicants; Rapid Response and/or Outplacement services for downsizing companies; Development of On-the-Job-Training programs; Assistance with business expansion and relocation; Human Resource Management services which may

include assistance with developing policies, compensation and benefits administration, and affirmative action activities ; Customized training; Specialized assessment; "In the Spotlight" series; "Power Hour" Lunch and Learn seminars. The following resources will be pooled within the One-Stop System to provide services: 1) Workforce Investment Act Funds 2) Welfare Transition Program Funds 3) Wagner-Peyser Funds 4) Food Stamp Employment & Training Funds 5) Unemployment Compensation Funds 6) DVOP Funds 7) LVER Funds 8) Other appropriate funds. WIA funds will be expended for Core, Intensive and Training services. Workforce funds will be expended for the set-up of the offices as well as on-going services to keep the offices running efficiently and funds will be expended primarily for intensive services. Wagner-Peyser funds may be expended for Core and Intensive services.

WORKFORCE *plus* under the mandate of CS/SB 252 has accepted the transfer of Wagner-Peyser funds and required services to its authority. Increased effort has been taken to encourage the involvement of faith-based and community-based groups to collaborate in a shared focus of serving out-of-school and at-risk youth. The designated comprehensive workforce offices in Region 5 were a result of a competitive selection process. When procuring services by a competitive solicitation over $50,000, **WORK**FORCE *plus* uses a Request for Proposal (RFP) process. Public notice of the RFP is provided through our website, newspaper advertisements, and a notice mailed to all agencies/individuals on the current bidders list, including minority organizations. **WORK**FORCE *plus*' comprehensive workforce system integrates the services of MSFW, TAA, WT/TANF, FSET, Veterans, and Wagner-Peyser programs. These services are provided through physical and electronic linkages and are handled via referrals from one partner to another as appropriate depending on (A) service needs, education and literacy, and post-secondary and technical training (B) Local and state labor market information including forecasting data from CIDS, FRED, OIS, ALMIS, OSMIS, EFM, and LMI (C) Information on and referral to supportive services such as child care, transportation and domestic violence, from partner agencies and other community-based organizations (D) Procedures for unemployment insurance registration (E) Referral to potential employment opportunities (F) Determination of eligibility for federal workforce programs (G) Data regarding Region 5's WIA Performance Standards (H) Comprehensive skill assessment and service needs (I) Case Management (J) ITA's for training (K) Veteran's Employment Assistance Information (L) Older Worker Program information (M) Migrant and Seasonal Farm Worker information and counseling in both English and Spanish (N) Welfare Transition Program information and counseling (O) Counseling and referral for individuals with disabilities (P) Information regarding HUD training programs (R) Career Management (S) IRP development (T) Wagner-Peyser services, to include pre-employment services. Food Stamp Employment and Training (FSET) program (U) Training opportunities provided through specific grants awarded to **WORK**FORCE *plus* (V) Universal workshops designed to address a variety of workforce issues. EMPLOYER SERVICES – 1) Receipt, posting and filling of job orders 2) Employed Worker Programs 3) Screening and referral of qualified candidates for employment 4) Verification of basic skills, occupational skills and work experience 5) Assistance in accessing state and national job banks and automated labor market information 6) Providing current local labor market data and FAWI projection data including occupational growth Welfare Transition rates and wage rates 7) Information regarding training incentives and programs, tax incentive programs and other economic development programs offering assistance for new and/or expanded business 8) General and updated information regarding unemployment, insurance, and worker's compensation 9) Customized recruitment, qualification and assessment screening of applicants 10) Rapid Response and/or Outplacement services for downsizing companies 11) Development of On-the-Job-Training programs 12) Assistance with business expansion and relocation 13) Human Resource Management services which may include assistance with developing policies, compensation and benefits administration, and affirmative action activities 14) Customized training 15) Specialized assessment 16) "In the Spotlight" series 17) "Power Hour" Lunch and Learn seminars.

V.A.2.	A description of how available resources (WIA, TAA, Wagner-Peyser, and others) will be pooled within the one-stop system to provide core and intensive services;

Available resources from the Workforce Investment Act, Welfare Transition, Wagner-Peyser, Food Stamp Employment & Training, Unemployment Compensation, DVOP, LVER, and other appropriate funding streams will be pooled and allocated based upon our service provider's percentage of direct staffing, or (FTE) basis. Intensive services are treated as direct costs and are specifically assigned to the resource in which the participant has been declared eligible to receive services from.

V.A.3.	Identify whether the designated comprehensive one-stop center(s) was a result of a competitive selection or an agreement between the local Board and a consortium of at least three or more of the mandatory one-stop partners. Identify whether this designation is the result of a prior decision made by the local Board and the chief elected official. Any designation must meet the requirements of WIA Section 121(e); and
The designated comprehensive workforce offices in Region 5 were a result of a competitive selection process. The current one-stop centers in Region 5 have been in place since approximately 2001. Selections of the locations were based upon the total cost to occupy the space, vicinity to largest amount of customers and Board input. The leases at all three locations have been extended and/or resigned over the last ten years after a minimum of three quotes were received for comparable locations. The Board provides direction on the amount of rent that can be budgeted and staff is instructed to pursue locations that either meet that amount or are below.	

V.A.4.	The process for integrating the Job Corps, MSFW, TAA, WT/TANF, FSET (if applicable), Veterans, and Wagner-Peyser programs, in the one-stop system.
WORKFORCE *plus'* comprehensive workforce system integrates the services of MSFW, TAA, WT/TANF, FSET, Veterans, and Wagner-Peyser programs. These services are provided through physical and electronic linkages and are handled via referrals from one partner to another as appropriate depending on service needs.	

B. Process of Maintaining Eligible Training Provider List

The State has compiled a list of all eligible providers based on the lists submitted by the RWBs. This list and the performance and cost information that accompanies the eligible provider identification will be disseminated to the one-stop systems throughout the State. At a minimum, the data and information specified in Section 122(d)(1) and (2)(A)(i)(iii) for each program on the eligible list must be made available to customers in a customer friendly format at every One-Stop Career Center throughout the one-stop delivery system. The statewide list and performance information will be maintained on the Internet, on local computer networks, and on computer terminals that will be accessible throughout the one-stop system. Hard copies will be printed and given broad distribution throughout the one-stop system and its partner agencies, as well as being available on request to the State agency.

V.B.1.	Please describe the process for maintaining/updating an eligible training provider list and attach a copy of the local operation procedures.
In order to promote informative choices on the part of customers, **WORK**FORCE *plus* has established its procedure for maintaining an eligible provider list incorporating guidance from the US Department of Labor and appropriate parties in the State of Florida. Through a formal public solicitation, training providers make application for approval by **WORK**FORCE *plus*. **WORK**FORCE *plus* evaluates individual programs for program cost, completion rate, entered employment rate, entered related employment rate, and wage at entered employment. All training providers will complete an application. In order to adequately identify eligible training providers for our customers, **WORK**FORCE *plus* has adopted the following procedures: an invitation to submit an application is advertised by way of **WORK**FORCE *plus*' website, or written correspondence; once the responses have been received, the Board's review committee, or Planning Committee meets to evaluate the responses utilizing the following criteria: 1) Certification/Accreditation 2) Performance Report 3) Training in Targeted Occupations 4) Placement in unsubsidized and subsidized employment rate 5) Program cost 6) FETPIP Data 7) Licensure Passage Rate 8) Completers of program 9) Average Wage earned. Once the committee has evaluated and determined which submittals are deemed responses, recommendations are made to the Executive Committee and then to **WORK**FORCE *plus* for their approval. Providers are then notified of their acceptance or non-acceptance through a certified letter. Each accepted provider is then placed on the Regional list and provided a copy of the state application to register as a provider on the State list.	

C. Process for ensuring Continuous Education/Training of Eligible Service Providers, Assessment of Strength and Opportunities, Use of Performance Incentives, Awarding Bonuses to Participants, Use of Individual Training Accounts (ITAs), and Achievement of Performance Goals

Describe how the following processes will be performed in the local one-stop service system:

V.C.1.	Continuous education and training of eligible service providers through the system and to ensure that the providers meet the employment needs of local employers and participants

All new employees of the service provider, who are considered front-line staff, are required to complete the Dynamic Works Tier I Certification process within three (3) months of hire date. All Board staff is also required to complete the Tier I Certification in order to ensure that employees are familiar with programs and services. Subsequently, all front-line staff must receive 15 hours of continuous education annually. These hours may be attained through the attendance of local, state, or federal trainings and or conferences. The One-Stop operator is responsible for insuring that training and certification is received timely and the records maintained for submission to the RWB for their records. **WORK**FORCE *plus* uses a database tracking system called TrainTrack to store information for each staff person. TrainTrack maintains information that includes the type of training, training dates, and how many training hours have been completed. Coordination between the Board staff and training provider is maintained to identify training needs and to schedule training. The Training Unit serves as a clearinghouse for all training and development opportunities.

V.C.2.	Assessment of the strengths and opportunities of service providers available in the local one-stop service system;

The strengths and opportunities of service providers in the local area are evaluated in part through the Request for Proposal (RFP) process. The provider(s) selected to deliver services will also be assessed to determine strengths. To ensure the strengths of the staff, all staff is required to complete the assessment process that customers are required to complete. This serves a two-fold purpose. One, it ensures the competency of the staff, and two, the staff are fully aware of the testing elements and therefore, are more capable of appropriate customer referrals for assessment purposes. The service providers meet the employment needs of local employers and job seekers through an appropriate screening and service referral process. The timely and continuous review of service provider results is the key to assessing that the needs are being addressed as planned.

V.C.3.	Performance incentives to service providers;

All contracts with our service provider are cost reimbursement based and offer the opportunity for the service providers to earn funds for high rankings in performance.

V.C.4.	Bonuses to participants; and

WORKFORCE *plus* customers can earn incentives based on the program they are enrolled. The WIA customers may earn an incentive for completion of the training program in which they were enrolled and an incentive for obtaining employment in the field of training. Additionally, there are incentives for WIA Youth for attaining a high school diploma/GED, completion of workshops, satisfactory attendance, completion of assessments, and placement.

V.C.5.	Use of ITAs.

Individual Training Accounts (ITAs) can be used by individuals who have been determined eligible by **WORK**FORCE *plus'* staff to receive approved training through Workforce Investment Act (WIA) programs. The amount of each individual ITA will be based on the approved program area and average placement after training. While there are no limitations to the cost, location, or training platform of the training program, it is the policy of **WORK**FORCE *plus* to limit

individual ITA's to a lifetime maximum cap of $10,000 with the focus being on programs that are less than two years in duration. If training lasts more than one semester, any subsequent ITA's may only be issued after the student has presented proof of satisfactory progress and attendance. ITA's are to be authorized on a semester-by semester basis only. If the ITA is approved, the participant must acknowledge and agree to the use of the federal financial assistance as the primary funding source for targeted education with the ITA being secondary.

D. The Memorandum of Understanding Process

Provide a list of updated MOUs as described in Section 121(c) of WIA between the RWB and each of the mandatory and/or optional one-stop partners. Each MOU must address the following points:

- How services will be provided through the one-stop system;
- How the costs of the services and the costs of operating the system will be funded;
- Performance incentives to service providers;
- What is the duration of the MOU; and
- What are the procedures for amending the MOU.
-

E. The following is a list of mandatory and optional one-stop programs and activities as described in Section 121(b) of WIA and additional partners required by the Workforce Innovation Act of 2000:

1. Mandatory Partner Programs

1) Programs authorized under Title I of WIA, serving:
   i. Adults;
   ii. Dislocated Workers;
   iii. Youth;
   iv. Job Corps;
   v. Native American Programs;
   vi. Migrant and Seasonal Farmworkers Programs; and
   vii. Veterans Workforce Programs;
2) Programs authorized under the Wagner Peyser Act;
3) Adult education and literacy activities authorized under title II of WIA;
4) Programs authorized under parts A and B of title I of the Rehabilitation Act;
5) Welfare to Work programs;
6) Senior Community Service employment activities;
7) Postsecondary vocational education activities under the Carl D. Perkins Vocational and Applied Technology Education Act;
8) Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974;
9) Activities authorized under chapter 41 of title 38, U.S.C. (local veterans' employment representatives and disabled veterans outreach programs);
10) Employment and Training activities carried out under the Community Services Block Grant;
11) Employment and training activities carried out by the Department of Housing and Urban Development;
12) Programs authorized under State unemployment compensation law in accordance with Federal law.

2. Optional Partner Programs

Other appropriate federal, State, or local programs providing services such as transportation, child care, services offered by community colleges and economic development Boards.

3. Partnership Involvement

V.E.3.	Describe the partnership/involvement that the RWB will have or has with faith-based and community-based initiatives and how these entities will be integrated into the one-stop system.

WORKFORCE *plus* partners with several community based agencies to provide services to their customers and leverage resources. One of the partners is the Department of Juvenile Justice. The Youth Career Specialists actively recruit and enroll at risk youth in an effort to steer them on a positive path towards education and employment opportunities. Other partners include the Adult Education Programs in Gadsden, Leon and Wakulla counties which afford our customers the ability to obtain General Education Diplomas (GED) such as Adult and Community Education, Lively Technical Center, Gadsden Technical Institute, Wakulla Adult Education and Tallahassee Community College. We also recruit and participate in Career Fairs at local educational institutions in an effort to increase the awareness of **WORK**FORCE *plus* services and engage individuals in our system. The WT Program continues to partner with Forward March to provide life and coping skills in addition to employment services as required through their contract deliverables. Additionally, several faith based and community based organizations are contracted with and recruited to provide work experience to WT and FSET participants. Other organizations housed in our one stops include Refuge House which provides domestic violence counseling and other services, Big Bend Cares provides HIV/AIDS services and the Early Learning Coalition also provides childcare resource and referral services to our customers. We are pursuing a partnership through Appalachee Mental Health to provide more services to persons with mental disabilities and Vocational Rehabilitation continues to maintain their presence in our offices to work with individuals identified by staff that can benefit from the services they provide. We've recently begun partnering with Department of Corrections to train potential employees for Corrections positions.

F. Selection Process of One-Stop Operator(s)

V.F. Review/Update Required if RWB operates 1-Stop	Describe the process for selecting One-Stop Operator(s). Attach a copy of the selection process. If you are a direct service provider, describe your process for determining to become a direct service provider.

To the extent possible, service providers are selected competitively in accordance with applicable federal, state, and local regulations. When procuring services by a competitive solicitation over $50,000, **WORK**FORCE *plus* will use a Request for Proposal (RFP) process. Public notices of the RFP are provided through a host of methods in order to reach multiple populations. Upon receipt of proposals by the published deadline, the **WORK**FORCE *plus* Planning Committee will review, rate, and make recommendations to the Executive Committee, prior to approval by the full **WORK**FORCE *plus* Board of Directors, which will vote on the matter. A competitive procurement process was used in the selection of the One-Stop Operator. A Request for Proposal was issued and bids were accepted. Proposals that were deemed responsive were reviewed by both, Board staff and the Planning Committee and a recommendation made to the Executive Committee, prior to approval of the full **WORK**FORCE *plus* Board.

G. **Mandatory One-Stop Partners' Employment and Training Program Activities and Services including Faith-Based and Community-Based Organization Initiatives.**

Workforce Programs

Pursuant to Florida law and policy, the funding of one-stop core services and intensive services is to be determined by a local MOU between the one-stop partners, and no one partner is presumed to be the sole source of funding for any of the core services. Additionally, using youth formula funds at the local level is to fulfill the mandate of providing universal services through the network of One-Stop Career Centers. Providing services to youth ages 14–21 goes beyond the doors of the One-Stop Career Centers through partnerships with schools, adult education centers, post-secondary education providers, juvenile justice providers, community youth centers, health departments, and referrals from a host of other organizations that provide workforce development related services.

Provide a description of the one-stop partners' processes for operating the following employment and training programs and for providing workforce activities and services. Attach a copy of local operating procedures when requested.

1. Wagner-Peyser

Wagner-Peyser is a labor exchange program that brings together individuals who are seeking employment and employers who are seeking employees. The State shall administer a labor exchange that has the capacity to assist job seekers to find employment; to assist employers in filling jobs; to facilitate the match between job seekers and employers; to participate in a system for clearing labor between the States, including the use of standardized classification systems issued by the Secretary of Labor under Section 15 of the Act; and to meet the work test requirement of the State Unemployment Compensation system.

Self-services are available to all job seekers and employers. Services may be accessed from computer workstations at One-Stop Career Centers and personal desktop computers through the Internet. In addition to accessing information electronically, customers can choose to receive information in more traditional forms such as printed material which will be available at One-Stop Career Centers. Attach a copy of the local operating procedure for the following processes.

V.G.1.a.	Describe how Section 7(a) of the WIA will be implemented in the local One-Stop Career Centers. The description must include job search and placement services to job seekers, including counseling, testing, occupational and labor market information, and referral to employers; recruitment services and special technical services for employers, including on-site employer visits; and One-Stop Career Center plans for meeting the requirement of the basic labor exchange system, including a narrative of how the local center will match job seekers and employers.

The local offices will match job seekers and employers utilizing the EFM system as well with local employers through outreach and job development. The EFM system creates an opportunity to become proactive in identifying job seekers who possess the skills that employers are looking for. This system has the ability to match the skill levels of registered job seekers to the needs of registered employers. The staff of the local offices will utilize EFM system to the maximum of its potential in this area. Core Services Offered: Determination of eligibility to receive assistance; Outreach, intake, and orientation to workforce; Initial assessment of skill levels, aptitudes, and abilities; Career counseling , job search, and placement assistance; Provision of employment statistics information; Provision of performance information and program cost information on eligible providers of training services, eligible providers of youth activities, providers of dislocated worker education activities, post-secondary education activities, and vocational rehabilitation program activities; Provision of accurate information relating to the availability of supportive services; Provision of information regarding filing claims for unemployment compensation; Assistance in establishing eligibility for programs of financial aid for training and education that is not funded under the WIA; and Follow-up services for participants who are placed in unsubsidized employment for not less than 12 months. The **WORK**FORCE *plus* model for its Workforce Offices holds that there are two customers: the employer and the job seeker. Through the **WORK**FORCE *plus* offices, employers have a single point of contact providing the information that is necessary for their success.

Information concerning current and future skills, job openings, wage data and the availability of a job-ready pool of applicants are just a few of the services provided to employers through the Workforce Offices. Job seekers also find a wide array of services available to them. This information includes but is not limited to an assessments of skills, aptitudes and support services needed, information concerning education and training providers, assistance in filing claims and eligibility determination for intensive and training services, up-to-date labor market information about both local, regional and national employment trends and job-search assistance. **WORK**FORCE *plus*' One-Stop System provides direct services or access to services to customers through the physical and electronic network of partners. **WORK**FORCE *plus*' One-Stop System serves to consolidate and streamline services that include but are not limited to the following: JOB SEEKER SERVICES - Orientation to services; Resource Room – resources include up-to-date job listings, on-line job search, resume development and resume posting; Career Exploration and Assessment; Resume Writing and other job training seminars; Access to various job banks; Information on training provider performance and costs; Referral to training and education providers to include occupational skills training, OJT, adult education and literacy, and post-secondary and technical training; Local and state labor market information including forecasting data from FRED, EFM and LMI; Information on and referral to supportive services such as child care, transportation and domestic violence, from partner agencies and other community-based organizations; Procedures for unemployment insurance registration; Referral to potential employment opportunities; Determination of eligibility for federal workforce programs; Comprehensive skill assessment and service needs; Case Management; ITA's for training; Veteran's Employment Assistance Information; Older Worker Program information; Migrant and Seasonal Farm Worker information and counseling in both English and Spanish; Welfare Transition Program information and counseling; Counseling and referral for individuals with disabilities; Information regarding HUD training programs; Career Management; IRP development; Wagner-Peyser services, to include pre-employment services; Food Stamp Employment and Training (FSET) program; and training opportunities provided through specific grants awarded to **WORK**FORCE *plus*. EMPLOYER SERVICES - Receipt, posting and filling of job orders; Employed Worker Programs; Screening and referral of qualified candidates for employment; Verification of basic skills, occupational skills and work experience; Assistance in accessing state and national job banks and automated labor market information; Providing current local labor market data and the Florida Agency for Workforce Innovation projection data including occupational growth Welfare Transition rates and wage rates; Information regarding training incentives and programs, tax incentive programs and other economic development programs offering assistance for new and/or expanded business; General and updated information regarding unemployment, insurance, and worker's compensation; Customized recruitment, qualification and assessment screening of applicants; Rapid Response and/or Outplacement services for downsizing companies; Development of On-the-Job-Training programs; Florida's Ready to Work Credential; Assistance with business expansion and relocation; Human Resource Management services which may include assistance with developing policies, compensation and benefits administration, and affirmative action activities; Customized training; Specialized assessment; "In the Spotlight" series; and "Power Hour" Lunch and Learn Seminars. The following resources will be pooled within the One-Stop System to provide services: Workforce Investment Act Funds; Welfare Transition Program Funds; Wagner-Peyser Funds; Food Stamp Employment & Training Funds; Unemployment Compensation Funds; DVOP Funds; LVER Funds; and other appropriate funds. WIA funds will be expended for Core, Intensive and Training services. Workforce Center funds will be expended for the set-up of the centers as well as on-going services to keep the center running efficiently and funds will be expended primarily for Intensive services. Wagner-Peyser funds may be expended for Core and Intensive services. **WORK**FORCE *plus* under the mandate of CS/SB 252 has accepted the transfer of Wagner-Peyser funds and required services to its authority.

V.G.1. b.	Describe the One-Stop Career Centers' procedures to ensure that applicants will not be referred to a job at a company that is on strike or lockout status for a particular position. Notice of the strike or lockout is required for applicants who are referred to positions that are not affected by the strike.

WORKFORCE *plus'* Business Services Unit will ensure that job referrals are not made to companies on strike or in a lockout status. Since this is the primary unit responsible for coordination of referrals, all issues associated with companies on strike/lockout status will be noted in the EFM comments section so that staff will easily be able to identify there are issues with the company and thus avoid making referrals. The Code of Federal Regulation 20 CFR 652.9 states that State agencies shall make no job referral on job orders which will aid directly or indirectly in the filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. 1) Written notification shall be provided to all job seekers referred to jobs not at issue in the labor dispute that a labor dispute exists in the employing establishment and that the job to which the job seeker is being referred is not at issue in the dispute. 2) When a job order is received from an employer reportedly involved in a labor dispute involving a work stoppage, state agencies shall: a) Verify the existence of the labor dispute and determine its significance with respect to each vacancy involved in the job order; and b) Notify all potentially affected staff concerning the labor dispute. 3) State agencies shall resume full referral services when they have been notified of, and verified with the employer and workers' representative(s), that the labor dispute has been terminated.

V.G.1. c.	Describe the procedures to ensure that applicants referred to private employment agencies will not be charged a fee. The One-Stop Career Centers will not be prohibited from referring an applicant to the private employment agency as long as the applicant is not charged a fee by the private agency in accordance with the Wagner-Peyser Act, Section 13(b)(1).

The procedure used to ensure that applicants who are referred to a private employment agency will not be charged a fee is to clearly state in the job order "Position offered by a no-fee agency." **WORK**FORCE *plus* staff will not refer job seekers to private employment/staffing agencies who charge a fee. Job Order Control or Business Services staff will follow-up with employers to ensure no fees are charged when inputting the job order into the EFM system. **WORK**FORCE *plus* adheres to the Agency for Workforce Innovation's Job Orders From Private Agencies Memorandum dated July 31, 2007. Which states: According to the Wagner-Peyser Act of 1933, as amended by the Workforce Innovation Act of 1998, the employment service is not to accept any job order from a company that charges a fee to obtain the job. Specifically, Section 13 (a) states, "The Secretary is authorized to establish performance standards for activities under this Act which shall take into account the differences in priorities reflected in State plans. (b)(1) Nothing in this Act shall be construed to prohibit the referral of any applicant to private agencies as long as the applicant is not charged a fee." In order to comply with the law, it is necessary for a one-stop staff person who inputs or reviews a private employment agency job order to assure that no fee is being charged to the job seeker. Employers generally contract with private employment agencies for temporary services; therefore, private employment agencies that charge the employer a fee and list a job in EFM are acceptable. The employer also has the option to list job orders in EFM without a fee. Each private employment agency job order needs to have this statement included in the job order description, "Position offered by no-fee agency."

V.G.1. d.	Describe the procedures to ensure that the One-Stop Career Center will seek prior approval from the AWI to advertise hard-to-fill job openings which pay over $50,000 per year. The One-Stop Career Centers may, from time-to-time, advertise in the newspaper for hard-to-fill job openings which pay up to $50,000 per year as part of the overall economic development effort of the State of Florida. For jobs above this level, the One-Stop Career Center will seek prior approval in accordance with the Wagner-Peyser Act, Section 13(b)(2).

Wagner-Peyser Act, Section 13(b)(2) states "No funds paid under this Act may be used by any State for advertising in newspapers for high paying jobs unless such State submits an annual report to the Secretary beginning in December 1984 concerning such advertising and the justifications therefore, and the justification may include that such jobs are part of a State industrial development effort." **WORK**FORCE *plus* does not use the newspaper to advertise hard to fill positions.

V.G.1. e.	Describe the placement services planned through the One-Stop Career Center summer youth program. Include private sector involvement planned and identify the types of services to be provided.

WORKFORCE *plus* First Connect program assists youth in preparing for employment and is accomplished through several components. The primary options are through classes, workshops, or group sessions. These are conducted on a regularly scheduled basis at designated sites at different intervals. The purpose of the classes or workshops is to empower participants with skills necessary to identify and eliminate employment barriers, to develop life skills, to identify their strengths, to understand the value of stepping stone job opportunities. First Connect assists youth in creating their own career and life goals, and to learn how to retain employment while learning career advancement skills. Classes/workshops address a range of prevocational (pre-employment), work maturity, and life skill topics such as 1)Prevocational skills include: career decisions, applications, resumes, cover letters, thank-you letters, interviewing skills jobs sources and leads, and developing a job search plan. 2) Work maturity skills include: attendance and punctuality, employer expectations, communication skills, positive attitudes, task completion, teamwork, and diversity training. 3) Life skills include: leadership skills, problem solving skills, decision-making skills, conflict resolution, time management, money management, goal setting, self-esteem issues and stress management. Operation of a summer youth program is based on availability of funding. When operable, the summer youth worksites are established for youth to learn work skills. Younger youth complete a work experience/job shadowing component which they are paid a stipend for completion. Older Youth benefit from connections to employers who are looking to hire individuals. Worksites and work experience sites are both private and public sector.

V.G.1. f.	Describe the reemployment services that will be provided to unemployment insurance claimants, the Priority Reemployment Planning and Reemployment and Eligibility Assessment (if applicable) services that are provided in the One-Stop Career Centers.

WORKFORCE *plus* follows the process as outlined in Priority Re-Employment Planning (P.R.E.P) and Re-Employment Services, State of Florida, Agency for Workforce innovation, UC Services (revised 8/1/06) The procedure is as follows. 1) Identification - The first objective is to identify those claimants most likely to exhaust U.C. benefits. Specifically, those individuals who may have barriers to employment and may benefit from re-employment services 2) Selection and Referral - Utilizing the PREP Scheduler Screen in the MIS each week, our career specialists use the OSMIS/MIS application to view the number of claimants identified. PREP identifies a large number of potential UC candidates that potentially may have barriers to employment. In order to serve the claimants most likely to exhaust benefits, a large number of claimants are scheduled to attend orientation and provided with career management if necessary. 3) Re-employment Services - The Orientation includes the availability and benefits of re-employment services. **WORK**FORCE *plus* PREP Process: Record attendance, explain the program of re-employment services, provide an overview of workforce services provided in the **WORK**FORCE *plus* offices, identify those candidates who have been incorrectly selected and referred, and enter the services scheduled and completed into the MIS System. Immediately following the orientation session, each candidate not eligible for exemption is scheduled for a career assessment interview with staff. This interview provides the candidate with an analysis of their strengths and weaknesses relative to securing career opportunities based on education level, work history, vocational skills, and identification of any barriers to employment. Once the assessment is complete our career specialists are able to identify potential barriers to employment and apply the full array of resources available at **WORK**FORCE *plus* to assist the customers in securing employment. **WORK**FORCE *plus* does not operate a Reemployment Eligibility Assessment program.

V.G.1. g. Review/Update Required	Describe how the RWB will use the scores obtained from the initial skills review to provide employment and training services to unemployment compensation claimants.

A query will be used to extract a list of Initial Skills Review scores for claimants in the region. Customers that do not attain a three or better on the skills review will be engaged for remediation in order to increase their potential to find employment. Customers will be engaged based upon the approved calendar of activities (Unemployment Compensation Skills Enhancement Program Calendar of Activities) depending on the servicing location. Activities can include workshops, additional assessments, career guidance, coaching, job clubs, etc. Unemployment Compensation claimants who score greater than a three in all categories of the Initial Skills Review are only required to complete either five job searches per week or receive a service from **WORK**FORCE *plus* staff. Staff

providing services to UC claimants is required to document the service(s)/activities via EFM. Claimants will be referred for additional services as needed.

V.G.1.h. Review/Update Required	Describe how the RWB will administer the unemployment insurance work test and how feedback requirements (under Sec. 7(a)(3)(F) of the Wagner-Peyser Act) for all Unemployment Compensation claimants are met. Include how the RWB plans to serve claimants seeking to fulfill the weekly work search requirement by meeting with One-Stop Career Center staff.

Unemployment Compensation customers will complete the skills review after applying for UC benefits. The staff person working with the UC customer will check in the EFM system under the assessment menu to review the customer's scores. If the customer scores below a level 3 in any of the categories and the customers elects to meet with **WORK**FORCE *plus* staff for reemployment services in lieu of completing the weekly five job searches they will be required to follow the guidelines of the UC plan. This plan incorporates a series of workshops and basic skills remediation to better prepare the customer to reenter the job market. All claimants that attend Priority Reemployment Planning Program (PREP) orientation may take credit for the staff assisted service during the week they completed orientation. Staff will provide the UC claimant their first and last name, job title, services provided, location, and dates of service. The claimant will be instructed to document this information on their work search form. This information is important as it will be reported to UC when the claimant claims benefit weeks. Any staff person providing a service will enter the applicable services into EFM supported by a case note.

V.G.1. i.	Describe how counseling services (under Section 7(a)(1) and Section 8(b) in the WIA of 1998) will be delivered to Wagner-Peyser program job seekers;

Employment counseling within the **WORK**FORCE *plus* offices is the process when a Career Consultant and Job Seeker meet to discuss barriers to employment to include employment changes, choices, and adjustments. Counseling can take place in a group or individual setting. Counseling services will be conducted depending on the needs of the customer. The services will be one-on-one developing and Employability Development Plan (EDP) that will be kept in a file for future references. The Career Consultant will enter a case note to document the services provided. The services will include but not limited to: resume development, assessment, workshops, and if needed, community referrals both private and public.

V.G.1. j.	Identify the screening process for referrals to job openings on suppressed job orders; and

When a job seeker is interested in job orders where specific employer information is not available, the job seeker can obtain such information at any **WORK**FORCE *plus* location in the region or the job seeker can select self-referral to the job order on-line in EFM. If the job seeker selects a suppressed job order through self-referral, the job seeker will receive a message that they "will be contacted within 48 hours" regarding the suppressed job order. The job seeker will be contacted by a Career Specialist and specific employer information will be provided, if the job seeker meets the qualifications the employer has identified. Customers that opt to visit a **WORK**FORCE *plus* location will sit with a Career Specialist to perform an assessment of their work history via resume. This process will help determine the suitability and the appropriateness of referring customers to job openings and suppressed job orders.

V.G.1. k.	The process the One-Stop Career Center uses in conducting recruiting agreements and job fairs.

Employer Recruitments - Recruiting agreements are on-going arrangements with employers for their applicants to be sent to the **WORK**FORCE *plus* offices for prescreening and subsequent referrals to the employer as job openings occur. Recruiting agreements may cover all of a company's jobs or only selected occupations. When processing recruiting agreements, **WORK**FORCE *plus*' Business Consultants make an assessment of the employers needs. This may include the development of job orders or the provision of customized training. Upon completion of this assessment the Business Consultant team outlines the expectations and responsibilities of both parties under this agreement. With recruiting agreements, **WORK**FORCE *plus* may also maintain the employers' applications collected from job seekers for employment. The recruiting agreement process is as follows: 1) A Business Consultant is assigned to the employer according to industry sector 2) The Business Consultant meets with employer to assess employer needs, customize recruiting to fit the employer's needs, determining applicants' potential eligibility for tax incentive programs, and complete the Employer Contact Form which includes pertinent information about the company. 3) The recruiting agreement is developed and outlines both parties' expectations and responsibilities. The recruitment must meet the federal definition

for placements. 4) A determination is made with the employer regarding how applications will be taken (via fax, phone, email, etc.). 5) Job orders are entered into EFM before the recruitment begins. 6) Business consultants also perform follow-up every two weeks with the employer to assess changes and progress of the job order.

Job Fairs - **WORK**FORCE *plus* is hosts three major job fairs per program year; one that specifically targets youth, job seekers that reside in North Florida and a final one in our rural community of Gadsden County. Throughout the year **WORK**FORCE *plus* hosts "In the Spotlight" events that bring employers and job seekers together. The job seekers provide an introduction of themselves and provide a short presentation of their skills and background. Employers will contact the job seekers for interviews if they are interested in their qualifications and skills. The In the Spotlight events have been very successful bringing employers and job seekers together. **WORK**FORCE *plus* also hosts employer recruitment events. Employer recruitments are conducted for employers that are expanding or are new to the area. Employer recruitments help the employer fill critical vacancies in a short period of time and provides access to an active pool of quality job seekers. The objectives of the job fairs are to attract employers from all targeted industry areas for the purpose of providing a wide variety of employers for job seekers to engage. All Job Fair and recruitments are posted on the **WORK**FORCE *plus* website, and radio announcement and television commercials are created to increase public awareness of the event. The Business Consultant Unit works one on one with employers to develop any agreement for recruitment regarding job fairs. Through our varying levels of sponsorships, we are able to provide the job fairs as a no-cost event for employers and community partners. The Business Consultants maintain a close relationship with the employer(s) in order to process the outcomes as a result of the Job Fair. An employer follow-up plan is developed to assist with maintaining communication with the employers. Written or electronic communication as to hiring outcomes is exchanged between the employer(s) and the Business Consultants.

2. Veterans Program

Provide a description of the process for the following Veteran program services and attach a copy of the local operating procedures:

V.G.2. a.	How the State Veterans Program Plan of Service will be implemented in the One-Stop Career Center(s);

Veterans' grant provision includes assurances that full-time Local Veterans' Employment Representatives (LVER) and Disabled Veterans' Outreach Program (DVOP) staff will exclusively serve veterans and other eligible persons. However, all Wagner Peyser staff are also required to provide services to veterans'. When **WORK**FORCE *plus* staff makes referrals of qualified job seekers to job openings and training opportunities, the following order of priority shall be: (1) special disabled veterans, (2) disabled veterans, (3) all other Veterans and eligible persons.

V.G.2. b.	How outreach and organizational visits for veterans are conducted;

Outreach and organizational visits are included in the role and duties of the LVERs and DVOPs. These activities are conducted in person and by phone to organizations who serve Veterans. Contacts may also be made during such events such as job fairs, In the Spot Light, and career expos. Veteran staff is required to actively perform such activities and record actions in EFM. Such outreach and organizational visits to promote services and employment of veterans may include, but are not limited to employers, unions, apprenticeship programs, veterans' service organizations, federal contractors, educational institutions, community organizations etc. Veteran outreach and organizational visit process is as follows: -Targeting Veterans Outreach - Stay in constant communication with Veteran services in the communities such as; Veteran service officers and counselors, outpatient clinic, Readjustments counseling center, homeless coordinators Educational institutions, ROTC units, Military units, reserve components, recruiters and Social Service Organizations; Family support groups such as National Guard Crisis intervention, homeless shelters, spouse employment; Veteran organizations, American Legion, Purple Heart association, Disabled Veterans, Veteran of Foreign Wars (VFW). These outreach organizations continually meet with Veterans, and families members, a close relationship with each ultimately helps our veterans within the communities and gives us insight into each program area. -Employer Visits- Target military friendly organizations, Home Depot, Coca Cola, AMWAT; Meet employers that are Veterans, tour facilities to get a clear picture of employer needs and job requirements solicit posting

jobs; Target long term career opportunities, skilled trades such as Electrical, Computer Programming, and Welders. Targeting these trades affords on the job training for veterans and ultimately on to a hirer paying career as a journeyman and or certifications; Reviewing Job orders on employment data bases, Peoples first, Employ Florida, look for military transferable skills, example: electronics, soldering, management. The Veteran staff contact employers to set an appointment to tour the facility; build employer relationship; stay in contact with hired Veterans, some may be responsible for hiring employees, and maintaining a list of Veteran owned business in the region; Network, Chamber of Commerce industry roundtables, job fairs all create opportunities for Veterans to remain engaged and to stay in contact; and Building Relationships with employers leads to greater awareness of the employer community and for opportunities to highlight the vital role target group serves.

V.G.2. c.	How the Disabled Veterans Outreach Program specialists and Local Veterans Employment Representatives staff are fulfilling their required roles and responsibilities as indicated in the State Veterans plan at: http://www.floridajobs.org/pdg/vets/Fy07StVetsSrvPlan080706.pdf;

LVER and DVOP staff provides enhanced services to veterans. LVER and DVOP staff also facilitates priority workforce services to veterans and other targeted veterans such as the homeless population in the following order: 1)Special Disabled Veterans 2) Disabled Veterans 3) All other Veterans and eligible persons. Both LVERs and DVOPs conduct services on behalf of all job seekers and those who are seeking to upgrade their jobs. Services provided are: 1) Marketing to employers 2) Conducting job search workshops 3) Providing job development and job referrals 4) Assisting with career and vocational guidance 5) Providing labor market information 6) Providing Veterans' program training to center partners and staff 7) Conducting File Searches to find appropriate candidates for employment. The staff also interacts with military reserve components and serve as a conduit to all military services within the community. All the veterans' staff activities promote services to veterans'.

V.G.2.d	How technical assistance and best practices can be provided to improve services to veterans.

WORKFORCE *plus* Veteran staff participate in annual Veteran training that discusses best practices to serve Veterans. The LVER and DVOP's will continue to be trained and tasked to identify veterans to ensure that the necessary services are provided. LVER and DVOP staff will also continue to be cross-trained in all programs to better serve veterans. Veteran staff also accesses the best practices link provided by the Agency for Workforce Innovation to learn of other ways to better serve the Veteran population. Additionally, the Veteran Staff is required to provide training to all staff quarterly. This training includes topics such as priority of service, roles and responsibilities, performance and productivity, and integrating Veteran services into the one stop delivery system. Veteran staff meet monthly in a forum called the United Veterans Luncheon to discuss partner needs, available community services, process changes and brainstorm on how to make a better one-stop service delivery system.

3. Migrant and Seasonal Farm Workers

Review required for significant MSFW One-Stop Career Centers. Specific planning requirements for services to MSFWs are contained in 20 Code of Federal Regulations (CFR), Part IV 651, 653 and 658 Services for MSFWs. These regulations require each significant MSFW One-Stop Career Center to develop an Outreach Plan designed to contact MSFWs not reached by usual One-Stop Career Center intake. The Outreach Plan should reflect the policies contained in 20 CFR, Part 653, Subpart 3, Section 653.107 and its specific guidelines for completing the Outreach Plan.

a. List of significant bilingual One-Stop Career Centers

- Belle Glade One-Stop Career Center—RWB 21
- Bradenton One-Stop Career Center—RWB 18
- Port Saint Lucie One-Stop Career Center—RWB 20
- Homestead One-Stop Career Center—RWB 23
- Immokalee One-Stop Career Center—RWB 24

- Plant City One-Stop Career Center—RWB 15
- Quincy One-Stop Career Center—RWB 5
- Sebring/Wauchula One-Stop Career Centers—RWB 19
- Winter Haven One-Stop Career Center—RWB 17

b. MSFW Outreach Plan format
Using the format below, please develop the MSFW Outreach Plan. Attach copies of the local operating processes and or procedures for the MSFW program.

V.G.3. b. 1.	Assessment of Need;

The Outreach Specialist's primary responsibility is to visit MSFW's and their families in their communities and provide them with the 511-N form to inform them of the services and resources available. MSFWs are also made aware of other resources such as: Referrals to Agricultural and non-Agricultural employment; Information about the complaint system and farm workers rights; Labor Market Information; Registering and Navigating through the EFM system; and Available Community Resources. Once a determination is made regarding the eligibility of the Migrant Seasonal Farm Worker, a one on one assessment is performed to assess the need of the customer such as assistance on completing applications, referrals to specific job, to supportive services for which the individual or a family member may be eligible; assisting in referrals to an appropriate agencies, documenting a complaint etc. Other eligibility questions are asked to determine if the customer is an MSFW such as: 1) Do you travel to different cities to work in any type of agricultural work? 2) Do you stay in town year round but work in agricultural work? 3) Have you worked more than 25 days or more in agriculture? 4) Have you worked in agricultural in the past year? 5) Have you earned at least half of your income in agricultural work?

V.G.3. b. 2.	Assessment of Available Resources;

The region has developed a list of available resources for the MSFWs. The list includes an extensive network of organizations such as faith based groups, social agencies, etc. Also follow up services to crew leaders, and other employers are offered to determine labor needs, job referral assistance are provided to agricultural workers. Below is a list of available services offered to the MSFW. Each MSFW customer is provided information regarding all supportive services contacts. The 511-N is also given to all migrant and seasonal farm workers.

a. Catholic Social 850-627-4371
27 North Shadow St., Quincy FL 32351

b. RCMA 850-442-4141
1292 Greensboro Hwy, Greensboro, FL 32330

c. North Florida Legal Services 850-875-9881
8 W Jefferson ST., Quincy, FL 32351

d. Gadsden Medical 850-875-9500
278 Lasalle Lefall Dr., Quincy, FL 32351

e. Gadsden County Public Health 850-875-7200

278 Lasalle Lefall Dr., Quincy, FL 32351

f. PAEC Migrant Education 850-875-3806
500 W King ST., Quincy, Fl 32351

g. Children and Families 850-627-7666
6 South Key ST., Quincy, FL 32351

h. Women, Infant and Children (WIC) 850-875-7200
278 Lasalle Lefall Dr., Quincy, FL 32351

i. Pre-K Program 850-627-3861
523 W King ST., Quincy, FL 32351

j. Gadsden Technical Institute 850-627-6775
201 M L King Jr Blvd., Quincy, FL 32351

k. Triple Oaks/ Omega Villas 850-875-2109
1500 Strong RD., Quincy 32351

l. Big Bend Transit 850-627-9958
305 B W Crawford ST., Quincy, FL 32351

m. Gadsden Community Action 850-875-4250
104 N Adams ST., Quincy, FL 32351

n. Consol Of Mexico 407-422-0514
100 W Washington ST., Orlando Fl 32801

o. IRS 850-942-8995
227 N Bronough ST., Quincy, Fl 32351

p. Big Bend Transit 850-627-9958
305 B W Crawford ST., Quincy, FL 32351

q. Department Of Hwy Safety 850-627-3497
18290 Blue Star Hwy, Quincy, Fl 32351

r. Red Cross Of Tallahassee 850-878-6080

187 Office Plaza, Tallahassee, Fl

s. Unemployment 1866-778-7356

t. USCIS 1800-375-5283 1800-767-183

V.G.3. b. 3.	Proposed Outreach Activities Note: Each MSFW outreach specialist is required to have a minimum of five "quality" contacts of MSFWs per staff day. A quality contact is defined as a contact with an MSFW where a reportable supportive service is provided and documented with the MSFW's name and social security number. The requirement of five MSFW contacts per staff day applies only to the MSFW outreach specialists and not to other staff resources utilized.

All MSFWs receive a reportable service which is documented in the Management Information System. A log of daily outreach activities is completed as instructed, summarized and compiled to the Log Review Form to be mailed along with 1301 & 1659 Forms to the State Monitor Advocate at the end of each month. The Outreach worker is very visible in the community, therefore is able to meet the needs of that community. The Outreach worker's role is to provide Migrant and Seasonal Farm Workers information concerning all employment opportunities that are available. Additional information provided includes agriculture and non-agriculture; referrals to available educational opportunities, information that protect the rights of the MSFW from dangerous and low paying jobs; and information of all services, benefits, and protections authorized by law. All services to both candidate and employer are annotated in the State reporting system EFM.

V.G.3. b. 4. Review/Update Required	Complete the MSFW Outreach Plan (following). The targeted number of MSFW outreach contacts per significant office will be forthcoming within the next week to allow you to complete your outreach plan.

MSFW Outreach Plan

ACTIVITY	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
	Estimated Hours (include preparation, follow-up and travel)											
FOCUS ON FARMWORKERS												
Visits to MSFWs at labor camps, work sites, gathering areas, etc.	50	53	51	51	50	50	51	51	52	51	52	51
Presentations to groups of likely MSFWs (migrant ed/head start parents' meeting, ESL class, church, et□.)	30	30	30	30	30	30	30	30	30	30	30	30
Visits to staff/staff meetings at organizations which serve MSFWs	13	15	14	14	13	13	14	14	15	14	15	14
Attending MSFW interagency "councils"	4	4	4	4	4	4	4	4	4	4	4	4
Regular outstation visiting/intake	30	33	31	31	30	30	31	31	30	31	32	31
"Job Show" or other work with Sp/Eng radio/TV	0	0	0	0	0	0	8	0	0	0	0	8

Distributing posters/flyers on ED service	10	11	10	10	10	10	10	10	11	10	11	10
Other MSFW outreach activities*	8	8	8	8	8	8	8	8	8	8	8	8
FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs												
Visits to ag businesses	5	5	5	5	5	5	5	5	5	5	5	5
Visits to Spanish□-speaking non-ag businesses	3	3	3	3	3	3	3	3	3	3	3	3
Visits to English-speaking non-ag businesses	2	2	2	2	2	2	2	2	2	2	2	2
Presentations to meetings/groups of employers	0	0	0	0	0	0	0	0	0	0	0	0
Other employer focused activities to promote hiring □SFWs**	1	1	1	1	1	1	1	1	1	1	1	1
Estimated outreach **hours** in month	156	165	159	159	156	156	167	159	161	159	163	167
	Estimated Number of Outreach Contacts with MSFWs^											
Estimated number of MSFW outreach **contacts^** by month	110	110	110	110	75	75	100	100	100	100	110	110

* Please identify: job fairs, festivals and other unscheduled special events

□* Please identify: Dept. of Ag. Employer meetings or training, job fairs, and other unscheduled special events.

^Outreach Contact estimates are the number of potential MSFWs spoken to through/during outreach (e.g., workers talked to at a camp; people who heard our presentation at migrant head start parent meeting; etc.); not estimated number of registered MSFWs.

Estimated total outreach time for the 12 months:	156	165	159	159	156	156	167	159	161	159	163	167
Estimated total outreach contacts for the 12 months:	110	110	110	110	75	75	100	100	100	100	110	110
Number of individual staff estimated to participate in outreach for the 12 months:	1	1	1	1	1	1	1	1	1	1	1	1

Estimated July 1, 2011 - June 30, 2012 : Ag Listings: 2
Ag Openings: 100 Ag Openings Filled: 100

V.G.3. b.5.	Affirmative Action Plan~~; and~~

WORKFORCE *plus* supportsthe 2007 Florida Statutes that address Affirmative Action by reaching out to a broad spectrum of job seekers across the entire region. The 2007 Florida statutes addressing Affirmative Action supported by **WORK**FORCE *plus* is stated below: 110.112 Affirmative action; equal employment opportunity.-- (1) It shall be the policy of the state to assist in providing the assurance of equal employment opportunity through programs of affirmative and positive action that will allow full utilization of women and minorities. (2)(a) The head of each executive agency shall develop and implement an affirmative action plan in accordance with rules adopted by the department and approved by a majority vote of the Administration Commission before their adoption. (b) Each executive agency shall establish annual goals for ensuring full utilization of groups underrepresented in its workforce as compared to the relevant labor

market, as defined by the agency. Each executive agency shall design its affirmative action plan to meet its established goals. (c) An affirmative action-equal employment opportunity officer shall be appointed by the head of each executive agency. The affirmative action-equal employment opportunity officer's responsibilities must include determining annual goals, monitoring agency compliance, and providing consultation to managers regarding progress, deficiencies, and appropriate corrective action. (d) The department shall report information in its annual workforce report relating to the implementation, continuance, updating, and results of each executive agency's affirmative action plan for the previous fiscal year. (e) The department shall provide to all supervisory personnel of the executive agencies training in the principles of equal employment opportunity and affirmative action, the development and implementation of affirmative action plans, and the establishment of annual affirmative action goals. The department may contract for training services, and each participating agency shall reimburse the department for costs incurred through such contract. After the department approves the contents of the training program for the agencies, the department may delegate this training to the executive agencies. (3) Each state attorney and public defender shall: (a) Develop and implement an affirmative action plan. (b) Establish annual goals for ensuring full utilization of groups underrepresented in its workforce as compared to the relevant labor market in this state. The state attorneys' and public defenders' affirmative action plans must be designed to meet the established goals. (c) Appoint an affirmative action-equal employment opportunity officer. (d) Report annually to the Justice Administrative Commission on the implementation, continuance, updating, and results of his or her affirmative action program for the previous fiscal year. (4) The state, its agencies and officers shall ensure freedom from discrimination in employment as provided by the Florida Civil Rights Act of 1992, by s. 112.044, and by this chapter. (5) Any individual claiming to be aggrieved by an unlawful employment practice may file a complaint with the Florida Commission on Human Relations as provided by s. 760.11. (6) The department shall review and monitor executive agency actions in carrying out the rules adopted by the department pursuant to this section.

~~V.G.3.b.6.~~	~~Bilingual Office Plan.~~

V.G.3.c.	Describe the process for providing the required services and activities, such as employer job orders, outreach to the Agricultural Employers, and the MSFWs.

WORKFORCE *plus* does not currently have established agreements with any Agricultural Employers. However, the Outreach Specialist performs visits to maintain communication with the agriculture employers or labor contractors to learn about the type of crops that will be planted, beginning of plantation/season, when harvest activities will begin, amount of workers needed and to offer services such as placing a job order. These visits also serve as a means to determine the needs of MSFW's in Gadsden County. In addition to visiting the employers, the Outreach Specialist spends the majority of her time engaging the MSFW population through visits to farms, housing quarters, agencies that provide services to MSFWs, and other gathering sites. The Outreach Specialist will make referrals for supportive services, distribute brochures to community agencies, promote WORKFORCE plus services, determine if there are complaints and log them as required on the Wagner Peyser Complaint Log, refer MSFWs to non-agricultural jobs, document services via MIS and submit monthly logs to Monitor Advocate. Logged complaints will be forwarded to the appropriate person and/or agency for resolution based on the type of complaint received.

V.G.3. d. Review/Update Required	Describe the process for meeting the Equity Ratio Indicators and Minimum Service Level Indicators (see the EFM System at https://www.employflorida.com/). Equity Ratio Indicators: • Referred to employment • Referred to supportive services • Received staff assisted services • Job development contacts • Career Guidance Minimum Service Level Indicators: • Placed in a job • Placed $0.50 above minimum wage • Place in long term non-agricultural jobs
The minimum service level and Equity Ratio Indicators refers to having sufficient staff to provide an equitable level of service to the migrant seasonal farm workers and non-migrant seasonal farm workers. This is determined by having sufficient bilingual (English/Spanish) speakers available at the **WORK**FORCE *plus* offices so that all services are provided to Agriculture and non-Agricultural job seekers. The capability of the MSFW Outreach Specialist being bi-lingual is mandatory in order to reach the migrant seasonal farm worker community. The minimum service level indicators will be met through job developments, referrals to job order, and outreach at gathering sites. The Equity Ratio Indicators will be met by performing outreach and ensuring that participants are being referred to employment, supportive services, receiving staff assisted services and career guidance. All efforts performed in the field will be documented on the Outreach Daily log and entered in the MIS and captured on mandatory reporting tools.	

4. Rapid Response

The rapid response unit is the State's central point for identifying layoffs and plant closings. This includes receiving the Worker Adjustment Retraining Notification notices from employers as required by federal law. Key strategies in Florida's system are to provide occupational information and skills training to include incumbent workers who are at risk of losing their jobs and to provide immediate reemployment assistance for dislocated workers. These efforts are intended to enable workers to make the transition to new employment as quickly as possible and to lessen the period of unemployment, thereby decreasing the need for unemployment compensation and other supportive service benefits for workers.

Rapid Response Dislocated Worker Unit Organizational Structure

The WIA requires each State to establish a rapid response dislocated worker unit to carry out statewide rapid response activities. WIA 2000 authorizes Workforce Florida, Inc., to expend Title I WIA funds for rapid response and designates the AWI as the administrative entity for rapid response activities. The rapid response unit is the state's focal point in dealing with the dislocation of Florida's workers. The unit has the capacity and capability to carry out the specific rapid response duties and responsibilities mandated by the WIA.

i. Describe the procedures for the following rapid response activities and attach a copy of the local operating procedures for the rapid response activities below.

V.G.4.a.	Describe the process for meeting the minimum service level and Equity Ratio Indicators (see the Employ Florida Market Place System at https://www.employflorida.com/). 1. Arranging on-site employer/employee visits and informational sessions; 2. Developing rapid response visit reports; 3. Administering employee surveys; 4. Developing event response plans; 5. Coordinating reemployment services with One-Stop Career Centers; 6. Reporting the employment situation of State employees; 7. Rapid response-related performance measures and goals; 8. Rapid response dislocated worker unit staffing; and 9. Public awareness.

The Worker Adjustment and Retraining Notification Act (WARN) was enacted on August 4, 1988 and became effective on February 4, 1989. WARN offers protection to workers, their families and communities by requiring employers to provide notice 60 days in advance of covered plant closings and covered mass layoffs. This notice must be provided to either affected workers or their representatives (e.g., a labor union); to the State dislocated worker unit; and to the appropriate unit of local government. When there are less than 50 affected workers, the state dislocated worker unit will immediately notify the workforce office and/or regional workforce Board to coordinate services to workers and employees in an expeditious manner. However, **WORK**FORCE *plus* may respond to dislocation within small and medium sized companies under the 50 affected workers threshold for rapid response where such dislocation constitutes a substantial proportion of the state and local economic base. When **WORK**FORCE *plus* is notified of business closures with an identified need for rapid response activities, the Business Services Unit will contact the employer to arrange an on-site employer/employee visits to provide an informational session. The on-site rapid response team includes partner agencies that provide information that may be considered valuable to the customer (staff to assist with unemployment claims filing, educational/training institutions, WIA staff, child care assistance for job search activities, etc.). As part of the informational sessions, employee surveys will be given to all affected employees and at the conclusion of the session, the surveys will be gathered. Based on the assessment of need, a determination will be made as to the number of on-site informational visits that will be provided. As a result of the request for rapid response activities and the subsequent delivery of services, a rapid response visit report will be developed by the Business Services Unit and furnished to the CEO of **WORK**FORCE *plus*. This report will outline services offered and the needs of the individuals/employers. If it is determined there is a need for WIA training services, these individuals will also be included in the WIA performance measures (Adult, Dislocated Worker, and/or Youth). **WORK**FORCE *plus*' approach to providing Rapid Response services in the service area ensures a seamless transition to workforce activities offered in the various offices. The constant on each Rapid Response Team is a specialist from the WIA Dislocated Worker team, ensuring continuity across the service area. The remaining members all represent partners from the appropriate local area: Wagner-Peyser, Unemployment, TAA (as appropriate) and Training Providers, as appropriate. The Rapid Response team encourages utilization of workforce services prior to actual separation. All information the team obtains from the employer, as well as worker surveys, is shared with local partners. The worker survey is designed to collect the characteristics, work history, interests and needs of workers to assist with continued service delivery (e.g., workshops, basic skills upgrading or GED prep, computer literacy, occupational retraining, etc.). The survey is also designed to accommodate job registration through the EFM, to facilitate matching affected workers with job openings as quickly as possible. The WorkKeys assessment will also be provided as a Rapid Response service. This will better equip One-Stop staff with information needed for job development or retraining considerations. **WORK**FORCE *plus* approaches Rapid Response as a business service. The team partners with state and local economic development staff to ensure that rapid response services are linked to the State's business retention and expansion services.

V.G.4. b.	Describe the process used to ensure that rapid response assistance and appropriate core and intensive services as described in Section 134 of the WIA are made available to the workers for whom a petition for TAA has been filed.
During the rapid response event when the employees are identified as a Trade affected workers, **WORK**FORCE *plus* staff will provide core and intensive services. These services may be provided by a Workforce Investment Act Career Specialist if the TA customer is dual enrolled or by Wagner-Peyser staff. The TAA Specialist will provide core services by completing TAA intake documentation and by providing case management.	

5. Trade Adjustment Assistance (TAA)

The Trade Act program for workers was created in 1974. The Trade Act has been amended several times since its initial enactment. Recent changes expanded the program's coverage and provided an opportunity to ensure that effective strategies are utilized to help trade-affected workers obtain new employment. It is essential that the RWBs move trade-affected workers into new jobs as quickly and effectively as possible so that they continue to be productive members of the workforce. To this end, the intervention strategies used for program benefits and services will be aimed toward rapid, suitable and long-term reemployment for adversely affected workers. Under the Trade Act, the RWBs must:

- Increase the focus on early intervention, upfront assessment and reemployment services for adversely affected workers;
- Use One-Stop Career Centers as the main point of participant intake and delivery of benefits and services; and
- Maintain fiscal integrity and promote performance accountability.

V.G.5.a Review/Update Required	Describe the process for ensuring that the TAA program staff at the regional level are merit employees.
WORKFORCE *plus* utilizes a State of Florida employee as the merit staff person to operate the TAA program on a day-to-day basis. This staff member is also supervised by an office manager that is a State employee. The Board Performance Unit Manager is responsible at the regional level for the oversight of the program.	

V.G.5.b Review/Update Required	Describe local procedures to ensure timely response to trade-affected dislocations, including coordination with Rapid Response, provision of technical assistance for the filing of Petitions, and provision of information sessions to affected employees.
The local procedures to ensure timely responses to trade-affected dislocations include a Rapid Response team that ensures a seamless transition to workforce activities offered in the various offices. The constant on each Rapid Response Team is a specialist from the WIA Dislocated Worker team, ensuring continuity across the service area. The remaining members all represent partners from the appropriate local area: Wagner-Peyser, Unemployment, TAA and Training Providers, as appropriate. The Rapid Response team encourages utilization of workforce services prior to actual separation. All information the team obtains from the employer, as well as worker surveys, is shared with local partners. The worker survey is designed to collect the characteristics, work history, interests and needs of workers to assist with continued service delivery (e.g., workshops, basic skills upgrading or GED prep, computer literacy, occupational retraining, etc.). The team provides informational presentations to market Rapid Response services. **WORK**FORCE *plus* is notified in advance of impending State layoffs. All efforts are made to match the skills of the dislocated workers to the needs of employers in the service area. The affected workers can receive assistance with upgrading their Resumes to include all current skills prior to job application for new positions. Trade Adjustment affected workers may receive assistance with filing a petition if the Company Official, Union Official, or other authorized representative has not filed a petition. The TAA Specialist will ensure that the petition submitted to the Agency for Workforce Innovation for an eligibility determination. When the TAA Specialist receives notification of eligibility (certification) the employee is contacted to complete enrollment worksheet. Core and intensive services as described in Section 134 of the WIA act will be made available to workers covered under a certified petition. Historically **WORK**FORCE *plus* has only provided services to TAA customer who have relocated to this area, but we are prepared to handle a TAA rapid response.	

V.G.5.c Review/Update Required	Describe local procedures to ensure timely service to trade-affected workers to ensure eligible workers receive all TAA services and benefits for which they qualify.
The local procedure to ensure timely service to trade-affected workers to ensure eligible workers receive all TAA services and benefits for which they qualify starts with AWI notifying **WORK**FORCE *plus* of TAA affected employees. AWI will send each affected employee a TAA/Trade Readjustment Allowance Notification packet which outlines the available services and benefits. The customer will complete the petition and submit the document to the One Stop Centers for review by a TAA career specialist. Once the review is completed, the petition will be forwarded to AWI for an eligibility determination. When the TAA specialist receives notification of eligibility the employee is contacted to complete enrollment worksheet.	

V.G.5.d Review/Update Required	Describe coordination with the Agency for Workforce Innovation's (AWI) Special Payment Unit, Wagner Peyser and WIA for the provision of job services and case management to trade-affected workers. Note how TAA funds will be used first for clients who qualify both as trade-affected workers and dislocated workers.
Case Management for TAA customers is handled by the TAA Specialist (AWI Merit Staff) and if they are dual enrolled in WIA the WIA Career Specialist. Wagner-Peyser services are provided by the TAA Specialist and the WIA Career Specialist. For customers who qualify for both TAA and WIA, funds for all services will be provided from the TAA funding stream first. The TAA Specialist coordinates with the Special Pay Unit. The Special pay unit approves the application, waivers, and services.	

V.G.5.e. Review/Update Required	Describe the process for using partner program funds to provide training services to trade-affected workers.
WORKFORCE *plus* encourages partner programs to serve Trade Adjustment Assistance (TAA) program participants. While co-enrollment into the Workforce Investment Act (WIA) is no longer required **WORK**FORCE *plus* will continue to co-enroll TAA customers when the customer is suitable for the WIA program. Being dual enrolled in the WIA program will enable the customer to receive Core and Intensive levels of services such as support services, case management, workshops, job placement and follow-up services that will better prepare them for placement upon completion of training. WIA can also assist the TAA customer with Adult Basic Education (ABE), General Equivalency Diploma (GED), and English as a second language (ESL), and adult literacy assistance.	

V.G.5.f Review/Update Required	Describe the process for ensuring that the WIA-funded training activities provided for trade-affected workers are those that are stipulated in Section 236 of the Trade Act and related federal policies and procedures.
To ensure that the WIA funded training activities for TAA are those stipulated in Section 236 of the Trade Act, staff will review and become familiar with the Trade Adjustment Act of 1974. Staff will also attend TAA annual training to stay proficient with the program. Prior to entering a WIA funded activity staff will verify if the activity meets the stipulations in Section 236 of 19 U.S.C. 2296.	

6. Job Corps

Job Corps is the nation's largest residential education and training program for low-income youth between the ages of 16 and 24 years of age. The Job Corps' mission is to help low-income youth become responsible, employable and productive citizens by providing training that will assist students in accessing technology and developing skills needed for successful participation in the workplace.

V.G.6. Review/Update Required	Describe the relationship of the One-Stop Career Center with Job Corps and the manner in which referrals are made.
WORKFORCE *plus* does not have a Job Corps representative co-located in the service centers. Staff provides interested persons the necessary information to contact a Job Corps representative for information or services.	

7. Youth Programs

The Strengthening Youth Partnerships will continue to be the vehicle by which the federal Shared Youth Vision will be implemented in all participating state agencies and organizations. The following goals have been identified as being appropriate:

- To build consensus for a policy on the preparation of youth for employment in targeted demand occupations.
- To develop regional alliances among workforce, education, state agencies serving the most at-risk youth, economic development, housing, faith and community-based organizations, and transportation stakeholders to better meet the needs of businesses within a region by creating a pipeline of youth who have the hard and soft skills to enter targeted demand occupations.
- To create a blueprint for state level stakeholders to facilitate the creation and growth of state/regional/local alliances.
- To provide a forum for local, regional and state level stakeholders to exchange information and ideas on new initiatives, cross-agency planning, promising practices and data-based decision making.

V.G.7. a.	Describe how the above strategic goals for youth will be implemented in the region.

To build consensus for a policy on the preparation of youth for employment in targeted demand occupations. **WORK**FORCE *plus* works with the secondary and postsecondary schools in Gadsden, Leon, and Wakulla counties to provide Labor Market Information that informs the educational institutions and students about demand occupations. Youth are made aware of the requirements to enter into these demand occupations, they are also provided soft skills training to better prepare them for the workforce. **WORK**FORCE *plus* works with partner agencies to identify at risk youth to provide job search assistance and placement activities. Our newly enhanced focused approach to youth service delivery is able to meet the customer and economic needs of youth, primarily because the workforce system has a history of collaboration with partner agencies such as, vocational rehabilitation, secondary and post-secondary education, adult education, and vocational education. This collaboration is made possible because of the positive working partnerships that have been developed and maintained between **WORK**FORCE *plus* and local agencies and organizations. Partnerships that have evolved enable the exchange of information and ideas to improve services to our youth while reducing duplication. **WORK**FORCE *plus* First Connect continues to design service strategies for youth under the WIA. These strategies support the vision for youth programming which is: 1) To expand educational choices available to students and parents 2) To ensure career preparation is an integral part of our educational system 3) To increase involvement of the private sector and other community organizations 4) To establish a system of accountability to ensure consistent high quality, and 5) To provide technical and work-behavior skills for success in a career of choice and lifelong learning. Implementing a program design that embodies this vision is critical to the region. Promoting education/job training partnerships designed to increase the number of youth entering the labor market who are able to demonstrate basic academic and personal skills required for workforce success is imperative. To attain these goals, **WORK**FORCE *plus* is committed to the following: 1) To work with employers, educational institutions, and other agencies to ensure that skills attained by youth, as a result of participation in employment and training programs, are consistent with the requirements of employers for workforce success. 2) Increase the role of private employers in the planning, development, and evaluation of publicly funded education and employment training programs. 3) **WORK**FORCE *plus* and partners will review data to deliver expanded services to target groups, while ensuring that basic services are available to all eligible persons. Strategies will be developed to address deficiencies.

V.G.7. b.	Describe the procedures that will be implemented to target and provide workforce services to youth with the following barriers: aged out of foster care; youthful offenders; out-of-school youth; basic skills deficient, etc.

WORKFORCE *plus*, through its service providers, target special at-risk populations such as youth who have aged out of foster care, youthful offenders, out-of-school youth, basic skills deficient youth, etc. **WORK**FORCE *plus* has partnered with the Department of Juvenile Justice to identify youth offenders and coordination is made to provide services to assist the youth in overcoming employment barriers. The school Boards are contacted to obtain a dropout list. Students on the dropout list are contacted to identify barriers, and ways to overcome them. Adult education programs refer youth who are basic skills deficient as well as school guidance counselors. An Individual Service Strategy is developed with each WIA youth customer to detail a plan that will assist the youth in

overcoming barriers to employment, education, and basic skills. The plan is updated and revised as goals are attained and new barriers arise.

c. Provide the local definitions for the following youth programmatic elements:

V.G.7. c.i Review/Update Required	Provide the local definition for youth requiring additional assistance to complete an educational program or to secure and hold employment. Definitions should be descriptive and verifiable. Terms such as "working poor," "at-risk," "dysfunctional," etc. should be defined by the Board. Operating procedures should further identify criteria that apply to each definition as well as appropriate verification sources.
The **WORK**FORCE *plus* First Connect definition for a youth who requires assistance to complete an educational program or to secure and hold employment is: 1) Is the child of a person who was a teen parent or from a single parent family 2) has been held back one or more grade levels 3) is disabled or self-attests that he/she has left a job due to lack of basic skills or substance abuse problems 4) resides in a rural county or an Enterprise Zone 5) resides in a region in which the birth to teen mothers rate is above the state average.	

V.G.7. c.ii Review/Update Required	Provide the definition for locally identified "additional barriers to employment" for youth who are not low income as referenced in 20 CFR 664.220. Definitions should be descriptive and verifiable. Operating procedures should further identify criteria that apply to each definition as well as appropriate verification sources.
WORKFORCE *plus* First Connect defines "serious barriers to employment" as youth who reside in any of the three counties served within the region in which the birth to teen mother's rate is above the state identified average.	

8. Welfare Transition Program/TANF

For the WT/TANF section, please provide ***short*** narratives responding to the following informational requests. Where requested, please provide assurances and/or short explanations of local processes. If the RWB has a local operating procedure that meets all required elements of the section, the RWB may attach the document and simply refer to the local operating procedure.

a. Applicant Services

1. Please describe the regional WT/TANF work registration process. Please ensure that the process includes the following in your description:

V.G.8.a.1. Review/Update Required	a. When and how applicants are advised of WT/TANF program rights and responsibilities; i. Including grievance processes ii. Including application of anti-discrimination laws b. When and how applicants are engaged in a work activity; c. When and how applicants with limited abilities are provided exceptions to the work activity requirements; d. How applicants are assessed for diversions to cash assistance during work registration; e. When participation in the work registration process and program engagement is entered in the data entry system.
The Workforce Offices will be the major source of information distribution to Welfare Transition applicants, recipients and former recipients. All applicants that seek public assistance from DCF are directed to a **WORK**FORCE *plus* office to register for work, unless an exemption is met. Eligibility for public assistance (TANF) cannot be made by DCF unless the applicant has first registered for work at **WORK**FORCE *plus*. During the work registration process an overview of the Welfare Transition Program Overview will be provided through verbal discussion, written correspondence and visual aids to applicants and former recipients. Registration services will be provided at all **WORK**FORCE *plus* Offices. The work first approach will be enhanced through introduction of early job preparation	

screening and improved job development and job referral services. The specific services that will be provided include one-on-one orientation, Florida's Ready to Work Credentialing, resume writing workshops, labor market information, and both individualized and one-on-one job search assistance. The maximum length of these activities will not exceed ten (10) days and can be accomplished in a shorter time frame. All work registration information will be entered into the state's MIS system. All customers referred to the Welfare Transition Program shall attend an orientation on designated days and times, which will be conducted by service provider staff. The orientation will take place during the eligibility and work registration process. In addition to the legal requirement regarding participation and time limits, orientation will be expanded to include identification of, grievance process, application of anti-discrimination laws, access to labor market information, work opportunities, child care and other support service options. In addition, helpful information about community and other resources will be disseminated. Applicants that disclose limitations for completing the work registration process are instructed to submit supporting documentation. The documentation is reviewed and a determination is made whether the customer meets exemption from completing the work registration process. Applicants are given ample opportunity to disclose any existing impediments prior to and during orientation. All applicants that complete the program orientation sign documentation specifying that they have been informed of all the subjects listed above. This documentation is retained in the applicant's file and entered as a case note in the MIS system. After program orientation, the Career Specialist performs an intake and assessment for each and every applicant in order to identify all the formal and informal service needs of the applicant to include diversion services.

2. Please describe the RWB's Up-Front Diversion review process:

V.G.8.a.2. Review/Update Required	a. Describe how the Up-Front Diversion process is incorporated in the work registration process; and b. If the RWB provides Up-Front Diversion services to applicants through TANF formula funds, please describe the type of support services.

Many applicants do not need ongoing TCA but due to an unexpected circumstance or an emergency require some immediate assistance to secure or retain employment or child support. The immediate needs may include a shelter or utility payment, car repairs to continue employment or other services to alleviate the emergency and allow the person to focus on obtaining or continuing employment. These immediate needs may be met through Up-Front Diversion. Up-Front diversion is not discussed during work registration unless the customer has questions regarding this service. If a question is posed, the customer is directed to the Program Manager for a response and possible assistance. Before an applicant can receive Up-Front Diversion, the service provider staff will determine that all requirements of eligibility for diversion services would likely be met. This involves 1) Screening the applicant on a case-by-case basis for barriers to obtaining or retaining employment. The screening will identify barriers that, if corrected, would prevent the applicant from receiving TCA on a regular basis. 2) Providing assistance to correct barriers that may be in the form of assistance in finding employment, cash, vouchers, or in-kind benefits. Except for victims of domestic violence, the applicant receiving any up-front diversion services must sign an agreement restricting him/her from applying for TCA for three months, unless an emergency is demonstrated to the service provider staff. Diversion payments are made by the Department of Children & Families using During the three-month period of TCA ineligibility, customers may access services with the service provider. Participants that receive diversion payments, are eligible to receive childcare services. When the service provider determines the family has a demonstrated emergency within the three-month period, including the month of the cash payment, the family is instructed to reapply for TCA. The provider will note on the AWI 0001 that the family has demonstrated an emergency and can apply for TCA and will forward the form to DCF. If approved for TCA, the amount of the diversion payment received shall be prorated over an eight-month period and deducted from any TCA for which the family is eligible. Applicants who are approved for and accept Up-front Diversion services are eligible for transitional child care and transportation services for up to two years, as long as the family's income does not exceed 200% of the federal poverty level and funds are available.

3. Does your region have a promising practice for the WT Work Registration process?

V.G.8.a.3.	a. If yes, please describe the promising practice for serving applicants. b. Please describe how the Up-Front Diversion process is incorporated in the WT Work Registration process.
WORKFORCE *plus'* work registration process consists of 1) Program orientation – provides an overview of the program requirements to include participation, sanctions, childcare, support services, grievance procedures, fair hearing procedures and a review of rights of applicable federal laws. Also the presentation explains the positive effect of work on the individual and their family by increased income and decreased dependence on public assistance. 2) Workshop Attendance – Customers are required to attend Interview Techniques, Dress for Success and Resume Writing Lab to assist in employability. 3) Assessments – Participants are administered E-Choices and Ready to Work assessments to determine work readiness and career interests. 4) EFM – Participants must complete a full registration in EFM to include building a resume and 5) Follow-Up – Customers return to submit all required documentation and complete their work registration process. It is our desire that providing these basic services will enhance the customer's abilitiy to gain employment and divert them from cash assistance. Any questions regarding Up-Front Diversion is forwarded to the Supervisor for discussion and possible review of eligibility.	

b. Mandatory Services

1. Describe the RWB's process for informing mandatory WT/TANF participants of their rights; how and when they are informed of the following:

V.G.8.b.1. Review/Update Required	a. The right to receive domestic violence services, mental health counseling and/or substance abuse counseling if eligible; b. The right and the process to have their case reviewed by a supervisor; c. The right to be treated equitably under the anti-discrimination laws; d. The right and the process to file a grievance; e. The right and the process to report good cause for failing to participate in a required activity; f. The ability to be excused from or rescheduled for an activity and the process to do so. If the RWB requires documentation to support missing activities or good cause, please describe what type of documentation is required, what failures require documentation to support good cause and when documentation is required to be submitted to the RWB/provider.
During the orientation and follow-up appointments customers are informed of the right to receive domestic violence services, mental health counseling, and/or substance abuse counseling; the right to have a supervisor review their case; the right to be treated equitably under the anti-discrimination laws; the right and the process to file a grievance; the right and the process to report good cause for failing to participate in a required activity; and the ability to be excused from or rescheduled for an activity and the process to do so. Customers are informed to contact his/her ongoing Career Specialist in the event they need to reschedule an appointment or if they are unable to attend their assigned activity. The process for rescheduling include (1) phone message (2) schedule an appointment (3) email or (4) office visit. Customers are informed that only 10 excused absences are allowed in a federal fiscal year. After the allowable absences have been exceeded, customers must submit documentation to establish good cause such as a physician note.	

2. Describe the RWB's process for informing mandatory WT/TANF participants of their rights; how and when they are informed of the following:

V.G.8.b.2. Review/Update Required	a. The responsibility to work with career center staff; b. The responsibility to participate in assigned activities; c. The responsibility to document and submit participation hours; d. The responsibility to report employment; e. The responsibility to accept suitable employment; and f. The responsibility to retain employment.
During the orientation and assessment process, customers are informed of the following: The responsibility to work with career center staff; The responsibility to	

participate in assigned activities; The responsibility to document and submit participation hours; The responsibility to report employment; The responsibility to accept suitable employment; and the responsibility to retain employment. They are also reminded of their responsibilities during each appointment with their career specialists.

3. According to the Final Rule 45 CFR 261. et. al., Florida was required to list all activities and services offered under each of the 12 work categories. Based on federal law, the State is required to ensure that services and activities that the RWB receive credit for the participation hours must meet federal and State definitions. Please describe services and activities offered by the RWB and each provider to meet participation requirements under the following work categories:

V.G.8.b.3 Review/Update Required	a. Unsubsidized employment; b. Subsidized employment: i. Describe how the RWB will ensure that participants engaged in subsidized employment activities will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation.

Employment is the ultimate goal for all programs whether it is unsubsidized or subsidized. Unsubsidized employment may include, but is not limited to, domestic work and childcare, and it may also include individuals that receive benefits for services rendered (i.e. rent). In order to earn participation credit for hours of self-employment, a participant must provide documentation that includes, but is not limited to gross income obtained minus business expenditures as substantiated by copies of Record of business expenses, Invoices for services rendered, or Receipt for payment of services. Using the documentation, the Career Specialist will calculate the number of hours worked per week. Gross income minus business expenses is divided by the applicable minimum wage. Example: Gross income = $300.00 – business expenses = $75.00 / minimum wage = $7.31 total = 31 hours. To ensure engagement, documentation such as Employment Verification, MSFW Verification of Earned Income, Pay stub (must indicate hours and wages), Signed Time Sheets, Record of business expenses (self-employed), Invoice, Receipt of payment, Copy of check (must indicate hours and wages), or letter from consumer (must indicate hours and wages) can be submitted. Subsidized Employment is employment for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a participant. To ensure engagement, documentation such as employment verification, pay stub (must indicate hours and wages), or signed timesheets could be submitted. Employment verifications must include the contact information such as the employer's name; date contacted, phone number, employee work days/hours, wage rate, employment start date, and the name of the staff person who verified the employment/hours must be authorized on the worksite agreement. For subsidized employment, signed timesheets can be used to document engagement. Timesheets must have daily signatures from the supervisor. The Career Specialist will maintain regular communication with work site supervisor. The hours will be documented in each customer's hard file and in the MIS system.

V.G.8.b.3. Review/update required	c. Job Search and Job Readiness i. Job searches at the employer's place of business (on-site job search) are supervised on a daily basis. ii. Describe how the daily supervision is documented for "on-site" job searches and how each hour is accounted for. iii. Describe how participants completing job readiness activities and job searches in the One-Stop Career Center are supervised on a daily basis.

Job Search/Job Readiness is a core activity. In this activity, the customer is actively seeking or obtaining employment, preparing to seek or obtain employment, also includes life skills training and substance abuse treatment, mental health treatment or rehabilitation activities for those who are otherwise employable. Job Search performed without supervision (at the employer's job site) is not an allowable activity for Region 5. Customers have the opportunity to perform job search in the One-Stop Career Centers and can receive supervision via the Resource Room staff. Customers will receive credit for hours (hour for hour) spent participating in the activity. The Job Readiness (5 Steps to Rapid Employment) component is designed to improve an individual's job seeking and retention skills,

and provide support for job-seeking activities. Customers will receive credit for hours spent (hour for hour) participating in the activity. The following activities are acceptable as in-house job readiness: workshops, resource room, in-house job fairs, class hours, or other career center activities. Each customer engaged in an job search activity must sign in prior to being engaged in any activities and will also be required to sign out with the designated staff person in order to receive credit for their participation. The hours will be documented in each customer's hard file and in the MIS system.

V.G.8.b.3. Review/update required	d. Community Service i. Assure the State that the community service worksites are conducted at not-for-profit agencies and for the benefit of the community. ii. Describe the worksite agreement process implemented by the RWB/provider. iii. Describe the information included in the worksite agreement. iv. Describe how the participants of the WT/TANF program are referred to the worksite provider to begin engagement. v. Describe how the RWB ensures that participants are supervised on a daily basis during worksite engagement. vi. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. vii. Describe the steps the RWB has taken to protect employees of the community service provider against displacement.

Community service agreements are developed with agencies to wishing to become an approved community service work sites. Each site will be evaluated no less than yearly to ensure quality regarding appropriate customer placements and the quality of the placement site. The agencies are public or not for profit. These agencies work with a customer on a temporary basis to provide training in work etiquette and basic job skills. The Job Developer meets with not-for-profit and public organization agencies to explain the program and its benefits, and determine whether or not the agency wishes to enter into a relationship with **WORK**FORCE *plus* to provide community service work experience. If the agency wishes to participate they enter into an agreement with the RWB by signing the Community Work Experience agreement. Customers become engaged through formal and informal assessments of the customer's employability skills and career goals. Once the staff determines their readiness for work and work experience, they are assigned to worksites that best meet their needs and the needs of employers. The customer is then given a work experience contract and referred to the site to begin engagement. The contract should be signed by the site supervisor and the customer and returned to the Career Specialist at their follow up appointment. Evaluation with the worksite will occur at 90 day intervals to ensure the customer is obtaining valuable skills and to redetermine their readiness for work. The worksite has a designated party responsible for daily supervision and completing customer's timesheet. These timesheets are submitted to and reviewed by the Career Specialists for accuracy and validity on a weekly or bi-weekly basis. Hours of participation are documented in the MIS based on documentation such as CWEP timesheet, Telephone Verification form and Worksite timesheets/print outs submitted by the site supervisor. To protect the employer's current staff, the Community Service Work-Site Agreement; as part of the agreement the agency agrees not to displace current employees and replace them with a volunteer.

V.G.8.b.3. Review/update required	e. Job Skills Training i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation.

Job skills training encompasses numerous areas intended to increase job-hunting success and job retention. In addition, the resources for mounting a successful job search are readily available, i.e., job banks, computer software, assistance in completing applications, telephone, fax machines, etc. Computer based programs and written materials are available to provide instruction on several employability skills areas. Individual assistance is also available for customers. This activity includes job skills and job retention training and services or education that leads to a bachelor's or advanced degree, as long as it is directly related to employment. **WORK**FORCE *plus*' Career Specialists will collect attendance records on a bi-weekly basis to ensure customers are engaged in the activity and is

supervised daily. The Career Specialist may contact the instructor directly if attendance records are not immediately available to verify the customers attendance. These records must be signed by an instructor or supervisor on a daily basis or every time customers receive job skills training. Once documentation is secured, **WORK**FORCE *plus*' Career Specialists will enter actual hours reported from attendance records on the JPR screen in the MIS system.

V.G.8.b.3. Review/update required	f. Education directly related to employment i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. iii. Describe how the RWB/provider will verify the participant's satisfactory progress.
If a customer has not received a high school diploma or GED, the customer may receive credit for hours by participating in education related to specific occupation, job or job offer. This includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic education and ESOL. Where required as pre-requisite for employment by employers or occupation, this activity may also include education leading to a General Education Development (GED) or high school equivalency diploma. Customers are required to provide school enrollment / class schedule. A daily attendance time sheet must be completed and signed by the instructor of the educational institution to verify customers engaged in this activity are supervised daily. Documentation is collected no less than biweekly and maintained in the customer's case file to validate the hours entered in the OSST JPR screen. Unsupervised/supervised homework time can be counted for each hour of class time. Supervised homework time hours are allowable if the hours of participation can be documented through supervision. Total homework time counted for participation will not exceed the hours required or advised by a particular educational program. Customers in this activity will be required to prove they have maintained satisfactory progress in order for hours to count towards participation. The following is acceptable documentation to prove satisfactory progress: TABE scores, Analysis of Student Progress Report; verification of progress (from training institution); periodic reassessment scores (at least every six months); certificate or diploma (as applicable). Staff must receive written verification of progress on a quarterly or semester basis or as established by the training institution. Customers must receive a periodic (at least every 6 months), reassessment of TABE scores for comparison and to be recorded as part of the "good or satisfactory progress" determination.	

V.G.8.b.3. Review/update required	g Satisfactory attendance at a secondary school or in a course of study leading to a General Equivalency Diploma (GED) i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. iii. Describe how the RWB/provider will verify the participant's satisfactory progress.
The Core Plus activity "Satisfactory Attendance" definition includes regular attendance at a secondary school or in a course of study leading to a certificate of general equivalence. The customer will be required to provide their initial assessment scores (TABE) and the school enrollment / class schedule to verify enrollment. A daily attendance timesheet must be completed and signed by the instructor of the educational institution. Attendance documentation must include the customer's name/signature, course, instructor's name/signature, hours completed and in what timeframe and have no white out or uninitialed strikethroughs. Attendance documentation must be collected at least bi-weekly and maintained in the case file. Customers in this activity will be required to prove they have maintained satisfactory progress in order for hours to count towards participation. The following is acceptable documentation to prove satisfactory progress: TABE scores, Analysis of Student Progress Report; verification of progress (from training institution); periodic reassessment scores (at least every six months); certificate or diploma (as applicable). Staff must receive written verification of progress on a quarterly or semester basis or as established by the training institution. Customers must receive a periodic (at least every 6 months), reassessment of TABE scores for comparison and to be recorded as part of the "good or satisfactory progress" determination.	

V.G.8.b.3. Review/update required	h. Providing childcare services i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation.
The Core Activity "Providing Childcare" definition includes providing child care services to enable another TANF recipient to participate in a community service program. This definition does not include providing child care to enable a customer to participate in any of the other eleven work activities. The number of hours that is credited to the customer providing the childcare services is based on the number of hours that the Community Service customer is scheduled for the Community Service activity. To ensure customers engaged in this activity are supervised on a daily basis, participation will be verified through documentation of hours using the signed community service timesheet. The name of the staff person who verified the employment/hours must be authorized on the worksite agreement. Note: Only actual hours where the customer engaged in community service actually attends those community service hours may yield countable hours for the customer caring for the children.	

4. Provide the following assurances regarding work activity engagement:

V.G.8.b.4. Review/update required	a. Individuals will not be assigned more than 40 hours per week; b. Individuals will not be assigned for the month to a community service or work experience work site greater than the hours calculated based on cash assistance combined with food stamps divided by the state minimum wage; c. The RWB will record hours on the JPR screen for the activity completed. Hours will not be attributed to an activity unless the services or engagement meet the activity's definition; d. The RWB will ensure that unpaid work activities are supervised no less than daily by a responsible party outlined in local operating procedures.
To ensure that **WORK**FORCE *plus* is in compliance with Federal regulations, the following processes are in place regarding the engagement of work activities.Work Activities require daily supervision and cannot be assigned more than a maximum of 40 hours per week. Exception: If employed assign initial hours according to the employment verification. Hours may be adjusted to reflect the average of two (2) pay stubs when the assigned hours are not being met according to employment verification information. An Employment Verification Form may be used to document hours worked by a customer when s (he) has not received their first pay stub. Community service and work experience hours are assigned according to the benefit calculation (cash plus food stamps divided by the higher of the state or federal minimum wage divided by the number of weeks in a month equal the maximum hours that can be completed). Daily supervision must be ensured through Signed Time Sheets – with daily signatures and the career specialists must maintain regular communication with work site supervisor. The JPR screen must be updated to reflect actual hours completed.	

V.G.8.b.5. Review/update required	Provide the assurances of documentation of work participation.
WORKFORCE *plus* will establish policies and procedures to assist in meeting the state-approved standards. Through monthly internal monitoring, the service provider staff will ensure that all program standards are on target. If any standard appears to be in jeopardy, corrective action will be taken to ensure that program customers are meeting criteria established by the State. Program measures will be established by **WORK**FORCE *plus* and will be based on the ability to assist in reaching state-level performance measures. The Performance Unit reviews documentation, operating procedures, and practices relative to compliance guidelines established. The monitoring review consists of an on-site monitoring review, desk audit review and where necessary an impromptu monitoring review. Following the review, a report will be written reflecting the purpose and scope of the review. The report will identify all findings, systemic issues, and observations, and required corrective actions to be submitted to the Board staff. Written monitoring reports will be structured to assist the service provider by providing feedback regarding program, compliance, and performance issues. Technical Assistance training will also be available to service providers upon their request, new programs and initiatives, or as a result of minor deficiencies identified during monitoring visits, which may be resolved through additional training.	

Every effort will be made to submit reports to the service provider within 5 workdays of the exit debriefing. The service provider will be required to respond in writing to the findings, systemic issues and observations with a Corrective Action Plan, which must be provided with 10 workdays of the receipt of the report. Further, the response should state the process by which the issues cited are being tracked to ensure that there is no reoccurrence. These samples will be maintained as documentation of internal service provider monitoring for local/state/federal reviews**. WORK**FORCE *plus*' Performance Unit Manager or designee will review service providers internal Corrective Action Plans to ensure that appropriate corrective actions have been taken and are in full compliance with Workforce Development Programs and contract agreements. All financial records, reports, source documents and correspondence are retained until approved for destruction by appropriate State or Federal agencies.

V.G.8.b.6. Review/update required	Describe how the RWB will ensure that documentation to support hours in unpaid work activities is collected at minimum every two weeks. This includes participation in the TANF funded subsidized employment, OJTs and self-employment.

WORKFORCE *plus* will ensure that documentation for all activities are collected in a timely manner. Below are the processes that are involved in documenting activities. JPRs are completed by the Career Specialists no less than bi-weekly to ensure required hours are recorded within the timeframes set by the Management Information System and The Agency for Workforce Innovation. Documentation that supports the JPRs are filed in the customer hard copy file when received. In addition, all customers are assigned to forty hours of a countable activity and provided services to support their activity and involvement in the program. This process affords the customer an opportunity to engage in work activities at a level comparable to an actual full time job.

V.G.8.b.7. Review/update required	Describe how the RWB will inform front-line staff that documentation to support hours in unpaid work activities, OJTs, TANF funded subsidized employment and self-employment must be collected before entering Job Participation Rate (JPR) data in the workforce system.

Staff will be informed that documentation to support hours in unpaid work activities, OJTs, TANF funded subsidized employment and self employment must be collected before entering Job Participation Rata data in the MIS. Staff is trained on this policy by the program supervisor or quality assurance staff as needed. They are also referred to training provided by The Agency for Workforce Innovation or other relevant sources at the first opportunity. The program supervisors and quality assurance staff on a bi-annual basis provide training updates or whenever there is a policy change or a need for refresher training. Training is also provided to staff at the conclusion of program monitoring by the regional workforce Board, state, or federal staff, or if trends in errors are spotted by internal monitoring staff. **WORK**FORCE *plus* will conduct ongoing system reviews, desk reviews and on-site quality assurance reviews, and provides continuous written feedback to the service provider's management staff with recommendations for improvement. Additionally, the **WORK**FORCE *plus* requires that service provider staff participate in ongoing training that is documented and maintained at the Board level to ensure continuous staff development.

V.G.8.b.8. Review/update required	Describe how the RWB will ensure that front-line staff do not enter hours of participation for unpaid work activities, OJTs, TANF funded subsidized employment and self-employment until documentation is received.

WORKFORCE *plus* will conduct ongoing system reviews, desk reviews and on-site quality assurance reviews, and provides continuous written feedback to the service provider's management staff with recommendations for improvement. There are 3 levels of review conducted to ensure that front-line staff does not enter hours of participation for unpaid work activities, OJTs, TANF funded subsidized employment and self-employment until documentation is received. The levels of review includes staff, quality assurance and Board staff. **WORK**FORCE *plus* will establish policies and procedures to assist in meeting the participation standards. Tracking and detailed statistics will be kept on customers to assist in meeting each standard. Through weekly internal monitoring, the service provider staff will ensure that all program standards are on target. If any standard appears to be in jeopardy, corrective action will be taken on a weekly basis to ensure that program customers are meeting the established criteria.

V.G.8.b.9. Review/update required	Deferrals: a. If a participant reports limited abilities, what is the process of putting the participant in deferral status? b. What alternative requirements are included in the IRP? c. Is the individual required to complete vocational or other assessments? d. How are learning disabilities identified? e. If a participant has a learning disability, what other services are they offered?
The Welfare Transition Program, through an established referral process, refers customers to different programs depending upon the customer's needs. This assistance is given to the customer, at no cost to the individual, due to the commitment to serve thes customers. Some of the programs that are available to customers include Vocational Rehabilitation and Apalachee Center for Human Services. Each of these agencies offer a variety of services, directed towards the common goal of job placement. Customers are given information on available services during orientation. After orientation, a collective process is used to determine customers who will be unable to participate regardless of length. Deferrals: A. If a customer reports limited abilities, a collective process is used to determine customers who will be unable to participate regardless of length. Customers are given the required AWI medical form with the expected return date, not to exceed two (2) weeks, clearly outlined. The customer is expected to provide the completed form establishing the expected duration of the deferral. The MIS system is then updated to reflect information received and the follow-up period is noted.Welfare Transition customers that have been deferred are provided an array of services. Individuals depending on their limitations, that are deferred for medical reasons are provided a home study work readiness curriculum, or in instances where an individual does not have a GED or needs remediation then they are provided a home study curriculum geared toward improving their educational level. Medically deferred individuals who are unable to participate at any level will be assisted in the process of applying for SSI/SSDI. Referrals to Vocational Rehabilitation will also be viewed as an option in the deferment process. In all instances the Alternative Responsibility Plan (ARP) will serve as a roadmap for customers that have limited abilities. Individuals that are deferred for reasons other than medical will be addressed in the same like manner to insure that when possible all customers participate. During the period of deferment individuals will be afforded support services that will be prorated to coincide with their level of participation. B. The process used to develop an ARP includes: identifying employment possibilities, limitation regarding participation in program activities, educational opportunities, release date where appropriate, and linkages to other agencies and/or programs if it determined that the deferral will be permanent. In addition, there are other opportunities created to engage deferred customers by and through home study assignments. Dependent upon the length stated in the initial documentation received from the physician, customers are provided a follow-up plan which outlines program expectations, inclusive of dates for which additional documentation is needed if it appears the customer will need an extension from the original end date of the deferral. C. Once customers are identified, resource options are reiterated and the referral process is explained. Multiple resources are available to clients. Clients are given a battery of assessment tools, which are reviewed by the customer and Career Specialist. At this point and through the duration of career management sessions, customers are continually assessed to determine the need of additional services. To those that need assistance with mental health issues, Apalachee Center for Human Services is available. Additionally, if the mental health issue is substance abuse related, Disc Village and Salvita are also accessible. Vocational Rehabilitation serves persons with multiple disabilities ranging from work related injury to physical and mental challenges. Leon Advocacy & Resource Center, also assist persons with disabilities through supported employment.	

c. Other

V.G.8.c.1. Review/update required	Provide the relocation maximum allowable payment.
The relocation assistance payment amount is determined by the Career Specialist and is based on the estimated relocation budget not to exceed the maximum allowable payment of $2,000.	

V.G.8.c.2. Review/update required	Describe how the RWB ensures the confidentiality of program participants. a. Include assurances that domestic violence files are kept in a locked and separate location.

WORKFORCE *plus* takes every precaution to ensure the confidentiality of program customers. Whenever a customer discloses that he/she has a domestic violence issue or provides proof of a medical condition, the Career Specialist creates a confidential file. The local files of victims of domestic violence and those with medical concerns are held in the highest confidentiality. All files are kept under lock and key. No reference is made regarding the domestic violence/medical issue in the regular hard copy case file. The local process for communicating how to process and store files containing confidential information (domestic violence/medical conditions) are through continuous technical assistance and the development of instructional desk guides created by the service provider management staff.

V.G.8.c.3. Review/update required	Other than Work Registration, describe when participants are notified of the opportunity to receive support services, counseling, etc. related to domestic violence. a. Briefly describe how applicants and participants who disclose a domestic violence issue are provided services specific to their needs. b. Describe how the RWB ensures that all domestic violence providers are trained and competent to provide such services.

All customers entering the program during orientation will be provided available contact numbers in their intake packet for domestic violence and made aware of the domestic violence issuers providers through an assessment tool and are identified and offered all available services. Domestic violence awareness is also included in the curriculum of the employability skills/job preparation component. If an applicant or customer discloses a domestic violence issue, they will be referred to the Refuge House for further assistance. A lethality checklist will be performed to determine degree of danger for the customer whereby law enforcement will be contacted to offer protection assistance if needed. **WORK**FORCE *plus* will coordinate with the Refuge House in determining transportation options that will insure maximum security for the customer as well as the minor dependents while participating to meet program. Law enforcement transportation assistance will be requested only if necessary. **WORK**FORCE *plus* ensures all Career Specialists are trained and competent to deal with domestic violence issues through ongoing training about how to assist victims of domestic violence and on available referral resources in the community.

V.G.8.c.4. Review/update required	Describe the local Fair Hearing preparation and attendance process. a. Who attends DCF administrative fair hearings related to the WT/TANF program? b. Describe the process of a supervisory review. c. Describe the process for preparing documentation for the Fair Hearing. d. Include the type of documentation the RWB traditionally presents.

Department of Children and Families will have lead responsibility for following the current Fair Hearing process. The service provider, Supervisors and other staff as determined by **WORK**FORCE *plus* local operating procedure would be required to attend the hearing, provide documentation and testimony, and participate in the hearing process. To prepare for the hearing process, there is a supervisory review of the case for an evaluation of actions taken. During the review process, the supervisor examines the case and relevant issue verifying all policies and federal guidelines were followed as it relates to service delivery of TANF-funded work activities. At the conclusion of the supervisory review, the Welfare Transition Career Specialist must present the case to the service provider management team, as the means of proving that the actions requested were correct. Lastly, the Welfare Transition Career Specialist will adhere to the following procedures in preparation of the hearing: 1) Copies of the customer's case file are to be reproduced. The copies become exhibits during the presentation of the case. 2) WT career specialist collect all correspondence related to the adverse action (i.e., request for penalty, etc.) this includes all correspondence to and from the customer. 3) Directives and other written procedures are provided as they represent the basis for taking the action.

V.G.8.c.5. Review/update required	Does the RWB use TANF funds for a locally developed special project? a. If yes, what population does the project serve? b. What TANF purpose does the project serve? c. Describe the eligibility requirements and documentation retained in the case file to support eligibility. Briefly describe the program.
Not Applicable	

V.G.8.c.6. Review/update required	Does the RWB have an Individual Development Account (IDA) program? a. If yes, what population does the IDA project serve? b. Briefly describe the program.
Due to limited funding, IDAs will not be established for customers within our region. However, when opportunities present themselves to partner with groups where funding is available, every effort will be made to do so.	

9. Food Stamp Employment and Training Program

For the FSET section, please provide ***short*** narratives responding to the following informational requests. If the RWB has a local operating procedure that meets all required elements of the section, the RWB may attach the document and simply refer to the local operating procedure. If the RWB does not implement an FSET program, indicate "does not operate an FSET program."

Local Operating Procedures

Please refer to the recently approved SNAP Program State Plan as a reference to assist in the preparation of the local plan (see the reference to the appropriate page number(s) in the State Plan). If a local policy exists which addresses any of the items below, refer to that local policy and include it as an attachment.

a. Program Operation

V.G.9.a.1 Review/update required	Describe the local staffing (case management) model used to serve participants.
The local staffing model includes a Program Manager, Supervisor and Career Specialists to serve customers. The Program Manager for the three One Stop Career Centers in the region provides oversight and direction for the FSET Program. Responsibilities include staff training and supervision, programmatic and process monitoring, and accumulating financial reports. The day-to-day operation of the FSET Program is closely observed by the manager to make certain that customers are afforded with opportunities for training, education, support services, and skills needed to become self-sufficient. The interaction of the manager is clearly demonstrated through communication with career managers and the Department of Children and Families (DCF). The manager also assists customers with needs that are particularly challenging. The FSET Supervisor assists with reviewing the eligibility of referred customers to ensure they are required to participate with the program. Other duties include monitoring system and customer files, maintenance of performance data, and assembling financial information required for monthly reports. The FSET case managers receive the alerts through the One Stop Service Tracking System (OSST) and manage all activities and services for eligible work registrants or Unemployment Compensation recipients aged 16-39 years of age. Persons aged 40-59 can request to participate in the FSET program as a volunteer and be manually added to OSST if a prior case does not exist. Career management responsibilities include correspondence to volunteers, facilitating Orientation, career management appointments, assignment of program activities, monitoring participation, collecting employment verifications, OSST data entry and maintenance, and following correct and timely follow-up procedures. Although other One Stop resource trainers may be utilized for Orientation and Soft Skills trainings, the FSET case manager is retained throughout the volunteer's FSET experience.	

V.G.9.a.2 Review/update required	Describe the local procedures for contacting participants after the referral has been received from DCF (through the overnight interface). Include the time frame involved and how this process is documented.

WORKFORCE *plus* utilizes the State's automation feature to begin correspondence with volunteers after being referred. Customers referred to the FSET program through the overnight interface between OSST and FLORIDA are mailed a notice for engagement from AWI within 24 hours. The State MIS is automatically updated to capture this process by adding services and a case note. The notice directs the customer to contact a **WORK**FORCE *plus* office if they are interested in participating. The customers are provided the schedules for orientation & assessment and/or the contact number of staff for further questions. Failure to participate with the program will trigger the MIS to close the volunteer's case for lack of activity for a span of 90 days. Prior to the 90th day, a percentage of customers are contacted via phone or email to attempt re-engagement. If the volunteer is not re-engaged, the case will close after the 90th day of inactivity.

V.G.9.a.3 Review/update required	Describe procedures for notifying the participants of their rights and opportunities while participating in the FSET Program.

The ACCESS application for Food Stamps notifies applicants of their responsibilities and opportunities for the FSET program. The work registrant will be required to confirm that (s)he reviewed the materials before proceeding with the application process. Once the case is referred for participation, the work registrant is now considered a volunteer of the FSET program. Volunteers will attend Orientation and complete an assessment on the Internet or by going to the One Stop Centers. Additionally, throughout the FSET program experience the volunteer is reminded of their obligation to comply with their assigned work component, follow-up appointments, and subsequent correspondence concerning participation. Due to work registrants being considered volunteers with no time limits, sanctions will not be requested for failure to continue participation.

b. Program Activities and Components

1. Orientation and Assessment

V.G.9.b.1 Review/update required	i. Describe the local approach for providing **orientation and assessment** in the FSET Program. Describe assessment tools that are used and when assessment is conducted. ii. Describe the local approach to integrate services for FSET clients with WIA, Wagner-Peyser, and other workforce programs available through the One-Stop Career Center.

Region 5 follows the state policy and requires Orientation attendance for new or reopened referrals, if the volunteer has not attended Orientation within the last 12 months. Orientation is also required if there have been significant program changes since the volunteer last attended, regardless of the time frame. With the new OSST automation process, volunteers will complete orientation on-line. Assessment will be conducted prior to the assignment of a countable activity. The State's Assessment tool will be utilized. Additional tools in the One Stop may be utilized if there is a need or request from the customer. During Orientation volunteers are presented with an overview of the FSET program requirements and benefits. Orientation will include the purpose and goals of the program, FSET activities, how to complete the Job Search Report form, Opportunities and Obligations form, Grievance & Fair Hearing Procedures, importance of program participation, identifying acceptable forms of participation documentation, transportation reimbursement, education & training, employment, labor market information, and services provided by the One Stop. The Orientation materials are presented in an environment that encourages success and staff clarifies any issues or questions to ensure customers fully understand requirements and opportunities. As the system is automated, Region 5 will utilize the OSST on-line orientation & assessment with further assistance to the customers as needed. Assessment activities are provided at the **WORK**FORCE *plus* offices for FSET customers. The assessment interview will determine the educational status, training and work history in order to assist the customer with the appropriate activity. The assessment appointment is not complete until the activity has been assigned and the customer understands the schedule, documentation requirement, and a follow-up appointment is scheduled. Assessment consists of gathering information, evaluating information, career planning and developing employment goals. Region 5 developed a process to integrate services and provide cross referrals to programs based on the needs of customers. During assessment, a customer will be screened to determine if there are other One Stop programs (WIA, WP, etc.) that could assist the customer in their goals of becoming employed. Referrals will be made to the other One Stop programs/activities as needed. As part of the OSST automation process customers will complete the on-line assessment.

Assessment is required prior to placement into a component and may be utilized throughout the FSET experience as appropriate. For example, staff conduct employment assessments of customers to match them with the appropriate work experience slot. The decision of worksite placement will also be made during assessment activities to reduce specific barriers to self-sufficiency, such as criminal background. Some assessment activities may be conducted with a group of customers and followed-up with one-on-one assessment counseling. Assessment tools include academic (T.A.B.E.) and interest inventory as well as other tools available in the One Stop that assess work readiness and employability. These will be scheduled as appropriate to the customer's needs. Orientation and assessment are not stand-alone components; however they are qualifying activities and are considered part of the component to which the customer is initially assigned. Region 5 counts the Orientation and Assessment hours as hours worked when the customer is assigned to a FSET component.

2. Job Search and Job Search Training Component

V.G.9.b.2 Review/update required	Describe the local approach for determining when to assign a program volunteer to **Job Search** and when to assign a volunteer to **Job Search Training**.

Job Search is defined as seeking and applying for available jobs. Job Search Training is considered a program that provides meaningful assistance to the job seeker by helping to improve their ability to get a job or employability. Customers are assigned to job search at orientation for a time period of one week but no more than one month. This will allow the staff a chance to see whether the customer is using all available resources, whether the customer has basic job seeking skills, etc. Based on the initial interview and the customer's current ability to job search, the Career Specialist may determine that the customer needs more intensive assistance in order for them to gain employment. At this point, a determination will be made whether the customer would be best served by continuing their job search or assignment to job search training to increase their likelihood of becoming employed. If assigned to job search training, volunteers are must dedicate two weeks to complete the program curriculum. Customers may be assigned job search again during the program year, but only after some form of informal/formal assessments. Job search will not last more than 30 days at any time and can be used up to three times per year. A customer can return to job search training as many times as deemed necessary by the customer and their Career Specialist.

3. Work Experience Component

V.G.9.b.3 Review/update required	Describe the local approach for developing **Work Experience** sites, including the procedure for securing signed worksite agreements.

The process for developing work experience sites and securing signed worksite agreements is the responsibility of the Job Developer. The Job Developer meets with not-for-profit agencies to explain the program and its benefits, and determine whether or not the agency wishes to enter into a relationship with **WORK**FORCE *plus* to provide community service work experience program customers. If the agency wishes to participate they enter into an agreement with the RWB by signing the Community Work Experience agreement. Customers become engaged through formal and informal assessments with the Career Specialist and Assessment Staff. Once the staff determines their readiness for work and work experience, based on that information they are assigned to worksites that best meet their needs and the needs of employers. At this point, the customer is assigned to the worksite and given a Job Description form with instructions to have the document completed by a designated staff person and returned prior to completing hours. The worksite will be required to complete monthly timesheets and provide an evaluation of the customer's progress while working. Worksites are also evaluated to ensure the customer has a quality experience. Evaluation withof the worksite will occur no less than 90 days after the placement of volunteers. Volunteers who still have not obtained employment within 180 days will be re-assessed and either placed at another site or into another activity based on their current needs and skill levels to increase the likelihood of self sufficiency.

V.G.9.b.3.a Review/update required	Describe the local approach for ensuring that participants are assigned to Work Experience for the appropriated and allowable number of hours in this component each month.
Community service and work experience hours are assigned according to the benefit calculation (food stamps divided by the higher of the state or federal minimum wage divided by the number of weeks in a month equal the maximum hours that can be completed). Staff will calculate the maximum hours monthly to ensure volunteers are assigned to work experience for the appropriate and allowable number of hours. Customers are encouraged to only complete the number of hours they are assigned to by staff. Customers that complete more hours than requested will be counseled and instructed that the additional hours will not count towards participation for the month.	

V.G.9.b.3.b Review/update required	Describe the procedures for verifying and documenting participant engagement in **Work Experience**, including how the region will ensure that hours recorded for engagement in this component do not exceed the permissible hours based on the worksite calculation.
To verify and document engagement, the timesheets will be signed by designated staff and submitted no less than weekly to the Career Specialist. The career specialists will maintain regular communication with the work site supervisor. Career Specialists will verify the maximum allowable hours prior to entering hours of engagement. If hours completed are more than admissible, the MIS will be updated with the maximum number of hours only. A case note will be entered to explain the discrepancy in the number of hours the customer completed versus the number of hours credited for that month. Volunteers will be counseled and instructed that additional hours will not count towards participation for the month.	

4. Self-Initiated Work Experience Component

V.G.9.b.4 Review/update required	Describe the local approach for providing the **Self-Initiated Work Experience (SIWE)** component. a. Include in the description the process and criteria given to the participants for developing their own worksites. b. Describe procedures for obtaining signed contracts with the worksites.
Work Experience requires the matching of a volunteer with an employer based upon current or desired skills and goals of the employer. The intent is for the customer to receive on the job training under the supervision of the employer. In most cases, the customer is matched with an employer that **WORK**FORCE *plus* has a pre-existing relationship with. Volunteers may also develop their own worksites. Volunteers are educated on the criteria that must be met in order for a business to be considered a work experience site for the FSET program. Sites must be non-profit, provide valuable on the job training, be willing to serve as a work experience site and enter into an agreement with **WORK**FORCE *plus*. The worksite agreement will further explain the responsibilities of a worksite. Once the completed agreement is received, the Job Developer will be responsible for contacting the employer to ensure validity of the site and accuracy of the information. The Job Developer will meet with the employer to review requirements of being a worksite to include completing timesheets and supervision of customers. Additionally, (s)he will ensure that the agreement and subsequent job description is completed correctly.	

V.G.9.b.4.a Review/update required	Describe the procedures for verifying and documenting participant engagement in **SIWE,** including how the region will ensure that hours recorded for engagement in this component do not exceed the permissible hours based on the worksite calculation.
Daily supervision will be ensured and documented through signed time sheets. The timesheets will be signed by designated staff and submitted no less than weekly to the Career Specialist. The Career Specialists will maintain regular communication with the work site supervisor. Career Specialists will verify the maximum allowable hours prior to entering hours of engagement. If hours completed are more than admissible, the MIS will be updated with the maximum number of hours only. A case note will be entered explaining the discrepancy in the actual number of hours completed against the number of hours that the customer was credited with for that month. Volunteers will also be counseled and instructed to complete only the hours they have been assigned and that additional hours will not count towards participation for the month.	

V.G.9.c.4.b Review/update required	Describe the local approach for ensuring that participants are engaged in **SIWE** for the required number of hours each month (worksite calculation, documentation, etc.).
To verify and document engagement, timesheets will be signed by designated staff and submitted no less than weekly to the Career Specialist. Each month the Career Specialist will compute the benefit calculation to ensure the customer is assigned to the correct number of hours.	

5. Vocational Training and Education

V.G.9.b.5 Review/update required	Describe the local approach for providing the **Vocational Training** component (when it is assigned, documentation, etc.
Vocational training is training that provides program volunteers an opportunity to gain employment related skills. Although WORKFORCE does not directly provide or assist with Vocational Training, volunteers are provided information regarding WIA if they are interested in assistance with training. Vocational Training is assigned when a customer either is currently attending classes or becomes enrolled in Vocational Training while participating in the FSET program. Volunteers will document their participation time on timesheets, which must be signed by the appropriate instructor. If a volunteer is attending classes on the Internet and the school records the amount of time spent in the online-based classroom, a print out of hours completed could also be used. Volunteers may also turn in progress reports or other admissible documentation. Program volunteers should attend classes, sessions or labs at least 8 hours per week or 32 hours per month.	

V.G.9.b.5.a Review/update required	Describe the local approach for providing the **Education** component (when it is assigned, documentation, etc).
Volunteers may go to school and receive credit for the hours spent in classes or labs. The training code for "education" is 526. This activity can be assigned to volunteers who are looking to improve their basic skills or employment related skills. Volunteers may attend Adult Basic Education (ABE) classes, General Equivalency Diploma (GED) classes, classes to work towards a high school diploma, English proficiency classes or other classes that are needed to get a job. Volunteers must record the amount of time they spend in class. Volunteers will document their time on timesheets, which must be signed by designated staff or instructor. Volunteers may also turn in progress reports or other admissible documentation. If a volunteer is attending classes online and the school records the amount of time spent in the Internet-based classroom, the verification from system could also be used. Program volunteers should attend classes, sessions or labs at least 8 hours per week or 32 hours per month. This region does not provide funds to assist a volunteer in completing vocational training or education.	

6. Workforce Investment Act (WIA) and Trade Adjustment Act (TAA) Component

V.G.9.b.6 Review/update required	Describe the local approach for assigning program volunteers to the WIA and/or TAA component, including documenting enrollment into WIA/TAA program(s) and when to assign to this component.
Program volunteers may be enrolled in a WIA and/or TAA program and FSET while receiving food stamps. This could include WIA/TAA funded training, OJT, subsidized employment, as well as other activities funded by the WIA and/or TAA program. Volunteers are enrolled in this activity if they are involved in a WIA and/or TAA program prior to becoming a FSET volunteer or they become enrolled in either program during their engagement with the FSET program. WIA program staff monitors engagement in the WIA/TAA program and enters participation in EFM. To avoid duplication of data entry, data associated with the FSET volunteers will be compared against EFM to verify program engagement for WIA/TAA. FSET staff will not be required to track participation hours for the activity.	

7. Serving Employed Participants

V.G.9.b.7 Review/update required	Describe the local approach for referring employed participants to activities.

WORKFORCE *plus* serves those customers that are considered employed. Those volunteers that have secured employment, provided the necessary documentation to verify employment and whose benefits are cancelled due to earned income, can be considered a program customer under the retention services activity. Volunteers may receive up to 90 days of reimbursement assistance with transportation while in the employment retention activity. The volunteer must have participated in one of the allowable activities prior to becoming employed in order to remain eligible for transportation reimbursements. The employment will not be considered the activity although it will be entered in the State MIS and tracked. Those volunteers who are employed yet still eligible to receive food stamps can receive services beyond the 90th day of employment if they participate in an allowable activity such as education or work experience. In this instance, the customer will be referred to a countable activity (job search, work experience, education, etc.) to be completed monthly in addition to their employment.

c. Program Outreach

V.G.9.c. Review/update required	Describe the local approach for informing food stamp recipients who are not referred by the Department of Children and Families (DCF) via the FLORIDA/OSST system interface of the FSET program and their ability to volunteer in the program.

WORKFORCE *plus* uses all means to inform food stamp recipients who are not referred by the Department of Children & Families via the FLORIDA/OSST system interface of the FSET program and their ability to volunteer in the program. Staff attends one stop program orientations to provide a brief overview of the FSET program, announcements are made in the resource rooms during peak hours, and outreach is conducted to local churches, social service agencies, grocery stores and the like. Furthermore, promotional material is used within the **WORK**FORCE *plus* offices and provided to outreach sites to inform food stamp recipients about the FSET program to include basic information about program eligibility, services, and the engagement process.

d. Program Monitoring

V.G.9.d. Review/update required	Describe the local approach for monitoring the FSET Program. Include information about reports or tools that are used to monitor the program.

The local approach to monitoring FSET cases is as follows: 1) Career Specialists self-monitor cases on a monthly basis to ensure compliance with local standards. 2) Program Managers are required to review a sample of cases from each Career Specialist monthly. 3) Quality Assurance staff also conducts a review of a sample of cases from each Career Specialist on a monthly basis. 4) The RWB conducts a bi-annual review of a sample of cases. A schedule is published at the beginning of each program year to inform the service provider what month the RWB will be conducting their monitoring review. The approved State monitoring tools are used to conduct the reviews. Any findings, systemic issues or observations must be addressed in a CAP and tracked until resolution using a locally developed tool. Once resolved, the Quality Assurance staff will determine if technical assistance, guidance or training is needed to ensure that noted issues are not repeated in future reviews. All reviews are maintained electronically and in hardcopy form.

e. Participant Reimbursement

V.G.9.e.1. Review/update required	Describe the local procedures for requesting Food Stamp Reimbursements (FSRs) for eligible participants. Describe under what circumstances and for which activities FSRs are requested.
Any volunteer engaged in the FSET program is eligible to receive a reimbursement if they have participated in an activity, provided documentation of such and has documented costs associated with participation. The following procedures are followed monthly to request reimbursements. 1) Each month the Career Specialist must check the DCF MIS to determine if a customer received food stamp benefits prior to determining eligibility for an FSR. Hard copy documentation will be printed from the DCF MIS and placed in the customer's file to verify the customer was receiving food stamps for the month in question. 2) The customer will submit documentation that they participated in a countable activity such as a signed timesheet, school and attendance form, or job search form. The documentation must prove the hours of participation, weeks of participation, activity and location. The documentation requires the signature of the site supervisor, customer and Career Specialist in order to be considered valid. 3) The customer will also submit proof that there was a cost associated with participating in program activities such as a receipt for gas or purchase of a bus pass. If the customer does not have sufficient proof of expended funds for transportation, they may complete a locally designed self-attestation form to serve as documentation. 4) Once all documentation has been received and verified, the Career Specialist will electronically submit a request for reimbursement. Based on the assigned activity, there have been pre-determined maximum amounts provided via the State Plan. FSET customers are able to receive a reimbursement for Orientation and Assessment, Education and Training, Job Search, Job Search Training, WIA/TAA Engagement and Employment (for the first 90 days of employment only). The maximum that can be requested is $20 monthly.	

V.G.9.e.2. Review/update required	Describe the local procedures for ensuring that FSRs are requested for program volunteers engaged in components and expressed a need for transportation reimbursement.
Any volunteer engaged in the FSET program is eligible to receive a reimbursement if they have participated in an activity and has documented costs associated with participation. Local procedures will not allow staff to request FSRs unless 1) Volunteer submits documentation to verify participation in a program activity 2) Volunteer provides documentation of expenses 3) Volunteer expresses a need for transportation reimbursement.	

f. **Other**

g.

V.G.9.f.1. Review/update required	Describe local procedures for linking participants to other services and funding streams as appropriate.
WORKFORCE *plus*' local procedures ensures customers are linked to other services and funding streams as appropriate. Customers are screened during initial assessment to determine if there are additional services or programs that would benefit the customer. If it is determined a customer could potentially be eligible to receive services within another program or funding stream, the customer is connected with the appropriate staff person to be screeneed for suitability and eligibility.	

V.G.9.f.2. Review/update required	Describe local procedures for ensuring that FSET Program staff are represented and proper documentation is provided at the DCF Administrative Fair Hearings.
Department of Children and Families will have lead responsibility based on the current Fair Hearing process. DCF will contact staff to notify of an upcoming fair hearing in addition to any relative information needed for preparation. **WORK**FORCE *plus'* local operating procedure dictates that program staff, supervisors or other designated staff would be required to attend the hearing, provide documentation and testimony, and participate in the hearing process. The supervisor reviews the case and relevant issue verifying all policies and federal guidelines were followed as it relates to service delivery. The Career Specialist must present the case to the service provider management team, as the means of proving that the actions requested were correct. The following procedures assist the Career Specialist in preparation for the hearing: 1) Copies of the customer's case file are to be reproduced. The copies become exhibits during the presentation of the case. 2) FSET career	

specialist photocopies all correspondence relative to the case which includes correspondence to and from the customer. 3) Directives and other written procedures are photocopied as they represent the basis for taking the action.

V.G.9.f.3. Review/update required	Describe local efforts relative to developing jobs for FSET Program participants, assisting them with securing unsubsidized employment, and helping them become self-sufficient.

WORKFORCE *plus* utilizes a Job Developer in its efforts to develop jobs for FSET program customers, assist them with securing unsubsidized employment and helping them become self-sufficient. Additionally the Business Services unit seeks to develop employer relationships that will yield opportunities for every job seeker category to include FSET program customers. FSET program customers can participate in recruitment events such as "In the Spotlight". FSET Career Specialists are also engaged in assisting program customers with securing unsubsidized employment by conducting a search via EFM for possible referrals.

10. Senior Community Services Employment Program

~~V.G.10.~~	~~Describe the process for administering the Senior Community Services Employment Program (SCSEP), provided SCSEP funds are received.~~

11. Workforce Activities and Services

a. Core and Intensive Services

V.G.11.a.	Describe the process for providing core and intensive services to job seekers in the One-Stop Career Centers.

A wide range of services are available to Adults and Dislocated Workers. The process for providing core and intensive services to job seekers in the One-Stop Career centers and the range of services available to any eligible applicant are based on an assessment of the individual's needs and individual service strategy. The available core services are: 1) Eligibility Determination 2) Outreach, Intake, Orientation 3) Initial Assessment 4) Job Search, Placement Assistance, Career Counseling 5) Provision of Labor Market Information 6) Provision of Training/Educational Provider and Vendor Information 7) Provision of Performance Information for Region and Workforce Center 8) Provision of Supportive Service Information for the region and workforce center 9) Provision of UI Claims filing information 10) Assistance in determining eligibility for financial aid and 11) Follow-Up services. Individuals referred from Wagner-Peyser core services to WIA Assisted Core Services must meet certain eligibility criteria for the Adults or Dislocated Workers programs. Intensive services will be provided to eligible individuals who require more assistance in obtaining employment than is allowed for within core services alone. To be eligible for Intensive Services, an individual must have received at least one Assisted Core Service. Intensive services are considered 1) Assessment 2) Career Planning & Exploration 3) Development of Individual Employment Plan (IEP) 4) In-Depth Interview to Determine Barriers 5) Case Management 6) Employability/Life Skills Training and 7) Out of Area Job Search Assistance.

1. Assessment

V.G.11.a.1.a.	Describe the testing and assessment process(es) for the WIA, TAA, MSFW, Veterans, Wagner-Peyser, FSET and WT/TANF participants.

WORKFORCE *plus* has initiated specific testing and assessment processes through an operating procedure. The testing and assessment processes for program customers require an assessment of the customer's skills, knowledge and abilities prior to assigning a customer to activities. All **WORK**FORCE *plus* Region 5 Offices are to utilize the following assessment guidelines for determining which assessment instruments to use for specific customer groups. 1) Welfare Transition Customers (WT) – All customers will be assessed utilizing the Ready to Work placement test, E-Choices and contents in the Career Barrier folder.

The TABE test will only be utilized for customers who are pursuing educational options (i.e. GED, vocational training, etc.) The sequence will proceed as follows: TABE Locator, then test at the indicated level utilizing the TABE Survey or TABE Complete Battery 2) Workforce Investment Act (WIA) Adult and Dislocated Worker Customers (WIA) - Utilize the TABE Level Advanced (A) Survey or Complete Battery for those individuals interested in pursuing vocational or postsecondary training. Also E-Choices will be utilized as an interest inventory to assist in determining suitability. Additional information: Other tests may be given to customer only by career specialist's request. 3) Year Round Youth Participants (WIA) – Utilize the TABE Level Advanced (A) Survey or TABE Complete Battery for those individuals interested in pursuing vocational or postsecondary training. For other youth participants, first, administer the TABE Locator, and then test at the indicated level utilizing the TABE Survey or TABE Complete Battery. Also E-Choices will be utilized as an interest inventory to assist in determining suitability. Additional information: Other tests may be given to customer only by career specialist's request. 4) Food Stamp Customers (FSET) –The TABE test will only be utilized for customers who are pursuing educational options (I.e. GED, vocational training, etc.) The sequence will proceed as follows; TABE Locator, then test at the indicated level utilizing the TABE Survey or TABE Complete Battery. Additional information: Other tests may be given to customer only by career specialist's request. 5) Veteran Services – Utilize the TABE Complete Battery if the customer is interested in pursuing educational options. (i.e. GED, vocational training, etc.) and WIN/WorkKeys for remediation. Additional information: Other tests may be given to customer only by career specialist's request. Important Note: If the TABE Survey or Complete Battery at either the E, M, or D levels is administered, and the individual being tested receives a score more than two years (2) above the content range for that test level, then the individual must be re-tested at the next level up. The publisher of the TABE test has indicated that test results more than two years outside of the content level are skewed, inaccurate results, due to the actual content of the test being too easy for the customer.

V.G.11.a.1.b.	Describe the process and type of tools used to assess youth for assignment to the WIA mandated youth activities and services
Every youth is provided a TABE test to determine if they are basic skills deficient and E-Choices for a career interest inventory. Based on the results of assessments in addition to the initial interview with a Career Specialist, the youth will be assigned to an activity and needed services.	

For the Welfare/TANF program, please respond to the following items regarding assessments:

V.G.11.a.1.c.i	What tool does the RWB use to conduct the initial assessment of the participant's employability, skills, and prior work history? Describe the elements that meet the "employability" component of the initial assessment (i.e., what information does the RWB collect to secure employability information).
WORKFORCE *plus* has created an internal initial assessment tool used to conduct the initial assessment of the customer's employability, skills and prior work history. The elements that meet the "employability" component of the initial assessment are the knowledge, skills and abilities which are captured on the Initial Intake and Assessment Form. Customers will also utilize Florida's Ready to Work assessment as a tool to assess work readiness.	

V.G.11.a.1.c.ii	When is the initial assessment conducted? If the initial assessment is conducted during the work registration process, describe how the information is reviewed, updated and used once the participant becomes mandatory?
The initial assessment is conducted within 30 days of receiving a referral from Department of Children & Families (DCF) for Welfare Transition customers. The initial assessment includes a review of the customer's goals, barriers, need for support services and the Initial Intake and Assessment form that was completed during the work registration process. The Initial Intake and Assessment form is reviewed with the customer to determine if updates are required. If updates are needed, the changes will be recorded by the Career Specialist. The Career Specialist and customer will sign and date the updated intake form confirming the changes. Based on the responses provided during the initial assessment, the customer will be assigned to an activity that relates to their career goals. Support services will also be offered to support participation.	

V.G.11.a.1.c.iii	At what point does the RWB require the participant to complete other assessments? Attach an example of an initial assessment tool that is used by the RWB.
The overall goal of assessment is early identification and intervention to maximize the potential of each Welfare Transition customer to make effective use of time limits and to receive an appropriate continuum of services supporting their transition from welfare to work. Assessment begins at orientation and continues through the customer being placed in employment. Even after employment, additional assessment may be necessary. **WORK**FORCE *plus* may require additional assessments prior to the entry of training or work experience activities to ensure suitability. The need for other assessments will depend largely on the goals/interest of the client and the nature of the barriers identified during initial assessment and counseling sessions. The major areas for further assessment include, but are not limited to the following: Abilities, Interest/Values, Physical Capabilities, Experience/Work History, Leisure Activities, Education & Training Needs, Work Attitude/Personality, Life Situations, Family Problems/Domestic Violence, Transportation, and Economic & Financial Skills. These services are available in Gadsden, Leon and Wakulla counties.	

V.G.11.a.1c.iv	At what point does the RWB require the participant to complete other assessments (e.g., prior to entry into a work experience or vocational training)?
WORKFORCE *plus* may require additional assessments prior to entry into training or work experience activities to ensure suitability. All customers will complete an initial battery of assessments to assist in the development of their Individual Responsibility Plan (IRP) or the Individual Service Strategy (ISS). Ongoing assessments will largely be dependent upon customer engagement in program activities or an identified need by the Career Specialist.	

2. Individual Responsibility Plan (IRP)/Employability Development Plan (EDP)/ Individual Service Strategies (ISS)

V.G.11.a.2.a	Describe the procedure for developing IRPs/EDPs/ISSs for participants of the workforce service programs.
The procedure for developing Individual Responsibility Plan (IRP), Employability Development Plan (EDP) and Individual Service Strategies (ISS) begins with the initial assessment between the Career Specialist and the customer. During the assessment process the Career Specialist will develop a plan to include at a minimum: career goals, objectives, services to overcome barriers, education levels, and steps for self-sufficiency. Completing the plans during the initial interview with a customer allows staff to assess and identify the customer's needs and /or barriers. The immediate creation of a plan provides a strategy the customer can use to work towards self sufficiency. Resources or supportive services can be identified and/or provided to support the customer. The plans will be reviewed and updated at each appointment to correspond with the attainment or development of new goals. Updates to the plan can include steps to self sufficiency, activities, goals, and the need for support services. Any changes to the plan will require the signature of the customer and Career Specialist.	

In addition, for the WT/TANF program, please respond to the following and attach a copy of all applicable local operating procedures.

V.G.11.a.2.b	When is the IRP initiated? Describe the process of developing the IRP in conjunction with the program participant; Describe how often the steps to self-sufficiency are updated and signed by the program participant and program staff; and Describe the IRP tool that the RWB uses. If the RWB uses a locally developed tool, please attach it to the Workforce Services Plan.
The IRP must be initiated and signed by the customer and Career Specialist within 30 days of becoming eligible. To develop the IRP, the Career Specialist utilizes assessment results in conjunction with information captured from the customer regarding their skills, work history, and employability. Elements required include short and long-term employment goals, short and long term education goals, barriers, activities assigned, services provided and steps to self-sufficiency. Other elements that may be included according to customer need include personal goals and optimal health goals. All information is captured in the Management Information System, the customer is provided a copy and a print out of the IRP is placed in the customer's hard copy file. **WORK**FORCE *plus* utilizes a locally developed tool in addition to the MIS generated IRP. The IRP is updated whenever significant changes arise such as a goal completion. The steps to self sufficiency are updated at each visit.	

b. Occupational Skills Training

The Governor's vision in Florida for increasing training access and opportunities for individuals consists of a state policy requiring that 50 percent of the funds for adults and dislocated workers be allocated to ITA unless the local Board obtains a waiver from WFI. Attach a copy of the local operating procedures for the following processes.

V.G.11.b.1.	Provide a description of the locally developed ITA system including any limitation (e.g., the dollar amount and/or duration of the ITA) to be placed on the ITA in accordance with 20 CFR 663.440, 663.420, 663.430.
WORKFORCE *plus* ITA (Individual Training Account) for training services will be issued to institutions for amounts that are based on tuition and fee cost information that was proposed or otherwise provided by institutions in making application to be a qualified provider on the local approved targeted occupational demand list or the state list. **WORK**FORCE *plus*' ITAs will include the payment of fees or cost not covered by other funding. Typically, there are some costs (uniforms, tools, etc.) that are not covered by other funding sources (i.e., PELL). Supportive services are not authorized for WIA Adult and Dislocated Worker categories; however they may be used for WIA Youth customers based upon the youth's individual need, support services count against the **WORK**FORCE *plus* $10,000.00 ITA life limit. The customer's Individual Employment Plan (IEP) should support all funds allocated to the customer's ITA. Funds for each ITA will be obligated/encumbered at the beginning of the customer's training and will carry forward until such time as the plan is completed. ITA will include the following: 1) Each ITA will be issued to a specific training program and to a specific provider selected by the eligible customer after consultation and agreement by staff as an appropriate occupational choice. 2) ITAs may be canceled, transferred from one eligible customer to another, increased or decreased in value and will be specified in the appropriate provider agreement(s). 3) **WORK**FORCE *plus* has established a cap in the amount of $3,500 for those programs where the anticipated wage at placement at the completion of training will be between $9.00 and $10.99 an hour, $5000 for those programs where the anticipated wage at placement is between $11 and $12.29 and $10,000 for program where the anticipated wage is $12.30 or more an hour. **WORK**FORCE *plus* will coordinate with other financial aid resources. 4) ITAs will be supported through a formal agreement with each training provider. Agreements at a minimum typically contain the following elements: Billing procedures, refunds, cancellations, transfers; Limits on student liability; Funding source coordination requirements; Price and the structure of performance payments if applicable; Agreement to supply information to FETPIP, without which, providers will not be able to maintain their eligibility; Agreement to a performance outcome based on increasing the availability of alternative financing; and Prohibitions on unlawful remuneration to attract students. 5) Customers are restricted to a $10,000 lifetime limit and training will not exceed two years.	

V.G.11.b.2.	Provide a description of local policy and /or procedures established to ensure that any exceptions to the use of ITAs are consistent with the exceptions contained in WIA.

To be consistent with exceptions contained in WIA, **WORK**FORCE *plus'* only funds training services through the use of an Individual Training Account. The only exception **WORK**FORCE *plus* allows for not using an ITA is for Customized Training and On-the-Job Training in which the Workforce Investment Act states: **Sec. 134(d)(4)(G)(ii) Exceptions.**--Training services authorized under this paragraph may be provided pursuant to a contract for services in lieu of an individual training account if the requirements of subparagraph (F) are met and if-

Sec. 134(d)(4)(G)(ii)(I) such services are on-the-job training provided by an employer or customized training;

Sec. 134(d)(4)(G)(ii)(III) the local Board determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment.

V.G.11.b.3.	Provide a description of the local policy and procedures to competitively award grants and contracts for activities and services not funded with ITAs.

WORKFORCE *plus* will follow the same procurement guidelines as outlined previously for all award grants and contracts. Customized training will be offered through employed worker training grants in accordance with state and federal guidance. On-the-job training will be offered to employers through a Training Agreement in accordance with all state and federal guidance.

~~V.G.11.b.4.~~ Moved to TAA section	~~Describe the process for using WIA funds to provide training services to trade-affected workers.~~

~~V.G.11.b.5.~~ Moved to TAA section	~~Describe the process for ensuring that the WIA-funded training activities provided for trade-affected workers are those that are stipulated in Section 236 of the Trade Act and related federal policies and procedures.~~

12. Work Experience

V.G.12.	Provide a description of the process for developing work experience sites and worksite agreements for all participants enrolled in workforce programs. Attach a copy of local operating procedures.

The process **WORK**FORCE *plus* uses to develop work experience sites is based on the needs of the customer groups. The region closely reviews the needs of the populations served and in coordination with the Business Services Unit and Job Developer, develops worksite agreements with employers. Worksites are developed to meet the needs of youth, adults, dislocated workers, and TANF recipients who need to learn the skills needed/required in a workplace in order to assist the individual to gain employment that leads to self-sufficiency. Work Experience contracts are established with appropriate agencies to establish approved community service worksites. Each site will be evaluated yearly to ensure quality regarding appropriate customer placements and the quality of the placement site. The agencies are public or not for profit. These agencies work with a customer on a temporary basis to provide training in work etiquette and basic job skills. The specialized Career Specialist is responsible for contacting public profit and non-profit agencies that are not workforce partners to develop partnerships for assisting customers to achieve self-sufficiency through Work Experience. These work site arrangements are coordinated through the Career Specialist's relationship with the Job Developer and the Business and Employer Services Unit. The day following a customer's appointment for an interview at the Work

Experience site, the Career Specialist calls the contact person to verify that the customer attended the interview and that the desired outcome has been reached. Once the customer has been placed at a site, contact is made at a minimum weekly to verify continued progress. At the onset of establishing a work site agreement, Work Experience site representatives are informed that a customer who fails to attend two consecutive days of volunteer assignment must contact the specialized Career Specialist so that contact may be initiated with the customer to determine if a good cause reason applies.

In addition, describe the following for the WT/TANF program:

V.G.12.a.	How the participants of the WT program are referred to the worksite provider to begin engagement; How the RWB ensures that participants are supervised on a daily basis during worksite engagement; How the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation; and The steps the RWB has taken to protect employees of the worksite employer against displacement.

A Career Specialist or the Job Developer contacts worksite supervisors to confirm open positions are suitable for the customer and to secure start date and worksite hours. The Career Specialist will issue a referral, time sheet indicating location, worksite hours, supervisor's name and date to return time sheet. The day following a customer's appointment for an interview at the Work Experience site, the Career Specialist calls the contact person to verify that the customer attended the interview and that the desired outcome has been reached. Once the customer has been placed at a site, the site supervisor will be provided a Work Site Agreement that outlines the expectations of the customers that are being placed. Career Specialists will perform a weekly follow-up with the worksite supervisor to track the customer's progress and to ensure the customer is attending and performing satisfactorily and to resolve any issues. The Career Specialists will document follow-ups in case notes in OSST. The Career Specialists will secure documentation of attendance no less often than monthly. The Career Specialists will update JPR screen with performance hours in OSST. Community Service/ Work Experience attendance sheet must be signed by customers, work site supervisor and **WORK**FORCE *plus* staff. These attendance records must clearly specify the dates of attendance, time, daily hours, and signatures. Community Service/ Work Experience attendance sheet must be turned in weekly by the customers or it could also be faxed by work site supervisor. **WORK**FORCE *plus* has taken actions to protect employees of the worksite employer against displacement by including language that no customer is to be placed into positions that are traditionally paid positions.

13. On-the-Job Training

On-the-Job Training (OJT) is defined as training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance on the job. Reimbursement is provided to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training, unless a waiver allows an increase of the reimbursement. The training is limited in duration as appropriate to the occupation for which the participant is being trained. Attach a copy of the local operating procedures for the following processes.

V.G.13.	Provide a description of the process for developing OJT sites and OJT agreements for all participants enrolled in workforce programs.

OJT sites and agreements for all participants enrolled in workforce programs at **WORK**FORCE *plus* are developed as the Employer Services Unit identifies and markets to potential OJT employer partners. OJT is provided under a contract with an employer in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for customers in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs. The Region has a process in place to ensure that contracts are not developed with employers who have previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work. The length of the OJT contract is limited to the period of time required for a customer to become proficient in the occupation for which the training is being provided.

For WT/TANF, please describe the following:

V.G13.a	How the RWB will ensure that participants engaged in the OJT activity will be supervised on a daily basis; How the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation; and How often (at minimum) documentation to support hours of participation will be collected.
WORKFORCE *plus* will ensure the OJT participant is supervised by making contact with the supervisor to ensure progress is being made. Documentation to support hours of participation will be signed by the employer's designated supervising staff and will be collected, at a minimum, every week. The documentation will be secured in the customer's file and the JPR screen will be updated accordingly. A case note will also accompany the hours of participation that has been documented in the file and in OSST.	

14. Customized Training

Customized training is defined as training that is designed to meet the special requirements of an employer that is conducted with a commitment by the employer to employ an individual on successful completion of the training and for which the employer pays for not less than 50 percent of the training, unless a waiver allows a lesser employer contribution. Attach a copy of the local operating procedures for the following process(s).

V.G.14.	Provide a description of the process for developing customized training sites and agreements for all workforce participants enrolled in WIA, Welfare Transition, FSET, etc.
To develop customized training sites and agreements the Business Services Unit will identify and market customized training to potential employers who may be in need of skills upgrade opportunities for their staff. These employers will provide information to **WORK**FORCE *plus* as to their needs for skills upgrade training and will identify those employees in need of the skills upgrade in order to maintain/retain their current employment and help the employer to remain competitive in the marketplace.	

15.A Employed Worker Training Program

Workforce Florida's policy established in 2003 required all RWBs in the State to specify how the region would provide for skills upgrade training using local funds, including the establishment of a local Employed Worker Training Program (EWT) program. Since the majority of workforce funds are allocated to the RWBs and all businesses and jobs are local, this strategy would allow for more skills upgrade training to take place statewide. In doing so, many regions have developed strong business and industry champions for the workforce system, leading to additional usage of other tools available through their respective one-stop network.

Provide a description of the process for the EWT program aimed at upgrading the skills of existing workers in the region. The description should include the following and attach a copy of the local operating procedures for the following process(s).

V.G.15.A.1. Review/Update Required	Describe how skills upgrade training will be provided to workers who need training to obtain or retain self-sufficient wages.

Skills upgrade training will be provided to workers who need training to obtain or retain self-sufficient wages. To assist employers and their employees to remain competitive in the marketplace, **WORK**FORCE *plus* assists employers with Customized Training needs. The training is generally for job specific skills/industry-specific skills necessary to assist employees to acquire the necessary skills to keep their jobs and/or advance in the company, while meeting the employer's need to be more competitive in the marketplace. Employers located in Gadsden, Leon, and Wakulla Counties are eligible to apply for EWT grants. Employers can be private, public or non-profits. They must have at least two full-time employees. The employer has the choice of vendor they choose to provide the training. In-house employees can provide the training if they can be shown to be a subject matter expert. Current employees earning less than the current Lower Living Standard Income Level may receive training. Employees can never had participated in any other EWT program administered by **WORK**FORCE *plus* and they must be willing to be registered by the local office staff by completing an application and providing the required documentation. Employees trained through this program must work for the employer located in Gadsden, Leon or Wakulla counties. Employers must pay wages if training is during work hours. The length of training should be considered short-term training and cannot exceed four (4) months. Soft Skills Training will not be funded. Employers must furnish the following information for their employees who are designated as in need of training - Proof of Social Security Number; Proof of employee Citizenship, Authorization to Work or Alien Status; Selective Service Confirmation (Applicable to males 18 years of age and over, who were born after 12/31/1959); Proof of employee Birth Date/Age; Proof of employee/employer relationship at WIA registration; Proof employee retains employment at completion of training with hourly wage; and Verification statement that the individual is in need of skills training in order to maintain or retain employment. Employers are reimbursed up to 50% of the direct costs incurred for training. The employer is required to pay for the training up front and then submit an invoice to **WORK**FORCE *plus* for reimbursement along with evidence of payment and proof that the employees in the training successfully completed the training. The employees must receive recognized industry-specific skills training and receive a certificate of completion, which must be furnished to **WORK**FORCE *plus* staff. Additional information/requirements of the program will be furnished to the employers selected for funding. The match provided by **WORK**FORCE *plus* may be adjusted to meet the guidelines for the State plan waivers in affect through June 30, 2012. Under this waiver, no less than 10% match for employers with 50 or fewer employees, and no less than 25% match for employers with 51-250 employees. Employers with over 250 employees will receive the standard 50% match.

WIA law and regulations operationalizes the term self-sufficiency in different contexts:

- Section 134(d)(3)(A)(ii) limits the provision of intensive (and consequently training) services to individuals who are employed but are determined by a one-stop operator to be in need of such intensive (and training) services *to obtain or retain employment that allows for self-sufficiency*.
- 20 CFR 663.220(b) further discusses the needs of dislocated workers who are employed to receive intensive (and training) services *to obtain or retain employment that leads to self-sufficiency*. Please note: A worker who has received a notice of termination or layoff from his/her current employer is not considered employed.
- The preamble to the Final Regulations, Federal Register, Vol, 65, No. 156, Friday, August 11, 2000, p. 49294, et seq. recognizes that for individuals who receive public assistance, programs should work to transition these low-income working families from welfare to self-sufficiency. (page 49319)
- 20 CFR 663.705 mandates that employed workers may not receive on-the-job training or customized training if they are *earning a self-sufficient wage*.

V.G.15.A.2. Review/Update Required	Provide the local definition(s) of "self-sufficiency" for: • Adult employed workers • Dislocated workers who are working in an income maintenance job. • Recipients of public assistance, and people with disabilities and other barriers to employment Self-sufficiency may be based on the Lower Living Standard Income Level (LLSIL) or wages. If the self-sufficiency level for employed workers is over 250% of the LLSIL and above the average wage in the region, the Board must provide acceptable justification that the level is required for an individual to provide for him/herself and family. Does this self-sufficiency definition apply to the WT/TANF program? If not, please provide the self-sufficiency definition for these programs.
WORKFORCE *plus* defines "self-sufficiency" as criteria for determining whether current employment of an employed worker leads to self-sufficiency. The employed worker will be determined by an individual whose earnings per hour are at or below 200% of the Lower Living Standard Income Level (LLSIL) prior to application for services. For an individual who is served with WIA Dislocated Worker funds, self-sufficiency is defined as income of not less than 80% of the earnings prior to job separation. For an individual who is participating in the Welfare Transition Program, self-sufficiency is defined as a person who obtains employment and is earning a wage at or above two hundred percent of the federal poverty level.	

V.G.15.A.3.	Provide a description of the process for the EWT program aimed at upgrading the skills of existing workers in the region. The description should include the following: • Identify those industries in the region whose workers will be targeted specifically for skills upgrade training and how those industries were identified • Address both those working part-time and full-time, the working poor, and across all earning levels • Identify how additional funds will be leveraged to accomplish skills upgrade training within the region
The process of upgrading the skills of existing workers at **WORK**FORCE *plus* utilizes both local formula funds and special grant dollars to deliver employed worker training and continues to seek opportunities to apply for special project dollars from both WIA and TANF in order to serve employed workers and employers in the region. If/when additional dollars are awarded, **WORK**FORCE *plus* maintains a pipeline of interested employers who need assistance in order to maintain their competitiveness and to increase the skill levels of their employees. Employers located within the three counties of the **WORK**FORCE *plus* service area, Gadsden, Leon, and Wakulla are eligible to apply for grants. These grants will target the industries of: Healthcare, Information Technology, Trade and Education related companies. The particular industries were selected as statistics indicate these are the areas with the most need for skills upgrade training in an expeditious manner if the companies are to remain competitive. As appropriate, individuals in need of occupational skills upgrade training and deemed eligible to receive the training will be enrolled in order to increase their earning potential and move them to a level of meeting their self-sufficiency needs. The primary focus is employers who employ the working poor, those workers earning less than the $12.30 per hour in the region. This wage requirement is in alignment with the $12.30 LLSIL wage for a family of 3 in this area. By focusing on the needs of the individuals who are earning less than a self-sufficient wage, the region is addressing the needs of the working poor. **WORK**FORCE *plus* continues to discover ways to afford opportunities across multiple populations and earning levels.	

15.B Layoff-Aversion Incumbent Worker Training Program (LAIWT)

Workforce Florida has received a Waiver Modification from the USDOL that would allow RWBs to use up to 20% of their dislocated worker formula funds to provide incumbent worker training. The USDOL has provided definitions and guidance on the appropriate use of this waiver in TEGLs 26-09 and 30-09.

Describe the process to be used by the RWB to provide LAIWT through the use of the waiver. If the RWB does not intend to use the LAIWT program, please indicate: "Does not operate a LAIWT program."

V.G.15.B.1 Review/Update Required	Describe the RWBs layoff aversion strategy, including a description of how the potential for layoff aversion will be determined, such as: • The likelihood of future layoffs without training • The business circumstances surrounding the probable layoff and how the training will prevent or reduce the magnitude of the layoff • The specific skills to be provided to the workers that will help avert the layoff • How employers will be identified, and how local partners will contribute to this process • Targeted industries and economic sectors • Other local criteria (See TEGL 26-09, 7.A.i.)
The first step in determining the appropriate layoff aversion strategy is to understand the risk indicators. In many cases, more than one risk indicator will apply or overlap. Some of the "at-risk" indicators identified to determine if a business is in need of aversion assistance are 1) declining sales, 2) supply chain issues, 3) adverse industry or market trends, 4) the possibility of a loss of workforce for lack of in demand skills and 5) changes in management philosophy or ownership. Consultation with industry experts, economic development organizations, labor organizations, workforce professionals, and other community groups should occur to determine other sources of assistance so that a comprehensive plan for layoff aversion is in place. Early response to the announcement of plant closures or layoffs is crucial to the success of the aversion strategy. **WORK**FORCE *plus*' will initiate contact with the company/organization to identify what strategies have been engaged. **WORK**FORCE *plus* will also make them aware of programs and services offered at the local and state level. In instances where the employer strategy is deemed sufficient, we will work in partnership to support the employer's plan as appropriate. If it is determined that as a last resort the employer must temporarily reduce hours, then the Short Time Compensation (STC) will be recommended until the business downturn subsides. If it is determined that a layoff may be averted by employee skills training then the Incumbent Worker Training program will be used to upgrade current employees skills as needed to efficiently perform their jobs and ensure the business remains competitive.	

V.G.15.B.2 Review/Update Required	Describe how the RWB will operationalize "Layoff Aversion" as defined in TEGL 30-09.
WORKFORCE *plus*' will operationalize the layoff aversion by implementing the plan as needed that provides guidance to staff.	

V.G.15.B.3 Review/Update Required	Describe how the RWB will determine the eligibility of workers to participate in LAIWT. (See TEGL 26-09, 7.A.ii.)
WORKFORCE *plus*' will operationalize the layoff aversion by implementing the plan as needed that provides guidance to staff.	

V.G.15.B.4 Review/Update Required	Describe how the skills training will contribute either to the maintenance of employment or increased employment security. (See TEGL 26-09, 7.A.iii.)
Skills training will contribute to the maintenance of employment or increased employment security. Currently a waiver of WIA Section 134(a) (1) (A) to permit a portion of the funds reserved for rapid response activities be used for incumbent worker training has been granted an extension through June 30, 2012. Under this waiver the State is permitted to use up to 20% of rapid response funds for IWT only as part of a layoff aversion strategy. **WORK**FORCE *plus* will use IWT funds as a layoff aversion strategy in situations where the employees require skills upgrading or have skills that are no longer in demand. IWT may also be used to upgrade employees' skills to move into another position that is not subject to layoff.	

16. Business Services

Business partnerships are essential to training Florida's workforce to meet the current and future needs of diverse business sectors. The workforce system has successfully partnered with business and industry. Current employer penetration data indicate a tremendous opportunity exists to develop additional business partnerships. Both business and workforce have a vested interest in partnering. Ease of access to Florida's workforce services via the EFM is just a start. Provide a description of the processes for implementing the following business services strategies in the region. Attach a copy of the local operating procedures for the following process(s).

V.G.16a.	How the region will aggressively market/communicate, internally and externally, the workforce business value proposition to significantly increase awareness and stimulate workforce system usage (including the EFM);
The region will aggressively market/communicate, internally and externally to increase the awareness and stimulate workforce system usage. A significant amount of emphasis has been placed on informing local employers and/or community organizations about the advantages of utilizing the EFM. Also, our participation in the local Chambers of Commerce a **WORK**FORCE *plus* and Economic Development Council events has provided numerous opportunities to inform local businesses of the value of the services that **WORK**FORCE *plus* provides. Businesses are made aware of the system and offered training on EFM, they are also provided information on how our other services (Customer Service Training, Assistance with Business Incentives, etc.) can enhance their ability to operate successfully within the region with multiple opportunities to expand.	

V.G.16.b.	How employer services will be delivered/conducted to employers, including employer visits to obtain job orders for veterans, MSFWs, Agricultural Employers, and other job seekers;
How employer services will be delivered/conducted to employers, including employer visits to obtain job orders for veterans, MSFWs, Agricultural Employers, and other job seekers is accomplished by a primary focus of the Employer Services unit to ensure that special emphasis is placed on contacting a wide variety of employers and community organizations. Employers who create registrations within the Employ Florida system are immediately contacted and provided a brief overview of the services that **WORK**FORCE *plus* has to offer. In addition, employers are briefed on the different diverse group of employers who utilize our services. Federal Contractors are briefed about our Veteran Program and the on-site Veteran Representatives are made aware of such companies that are being marketed by the Business and Employer Services Unit. Employers are made aware of the job matching services offered. Additionally, employers are briefed on how each job seeker's work history and educational achievements are individually reviewed and a determination is made by each Career Specialist as to whether or not the job seeker meets the minimum qualifications of the position. Our ability to perform job matching is a service that typically motivates employers to list their job orders with us. In addition, our ability to provide quality customer service training, assistance with different business incentives/grants, and conduct labor market research has demonstrated to employers that **WORK**FORCE *plus* is dedicated to becoming a valuable resource for local businesses.	

V.G.16.c.	How the region will identify and evaluate the most effective local Business Services team;

How the region identifies and evaluates the most effective local Business Services team is based on a number of measures. Those measures include the following: 1) Number of job orders received from employers 2) Number of job orders received from employers at an hourly wage of $12.30 or higher 3) Number of employers who list job opening that have not previously utilized our services 4) Number of individuals placed by job orders received via Employer Services personnel 5) Results of employer satisfaction surveys 6) Number of job seekers who utilize the services of the Executive Center who obtain employment.

V.G.16.d.	How the region will institutionalize and replicate proven outreach tactics, core processes and performance matrices;

How the region will institutionalize and replicate proven outreach tactics, core processes and performance matrices is accomplished by the region's Employer Services Unit continuing outreach efforts to employers with quarterly and annual events that are developed for employers to maintain awareness of employment trends, the available job seeker pool, and constant communication. Core processes are reviewed and updated on a quarterly basis to ensure that all procedures are implemented correctly and efficiently. The processes are proven successful through the execution of daily activity and outcomes. Performance is tracked through EFM with case notes, activity codes, number of job orders entered and filled. On a weekly and monthly basis sample case files are reviewed to ensure appropriate service delivery. Employers are randomly surveyed to determine if the services provided has yielded the desired results. Once practices, activities, processes, etc. have been identified as meeting or excelling the developed standard, it is documented and replicated throughout the region.

V.G.16.e.	How the region will expand outreach and availability of the following value added, business focused training programs: Incumbent Worker Training; Quick Response Training; and Employed Worker Training.

How the region will expand outreach and availability of the following value added, business focused training programs is accomplished during each employer visit, businesses are provided information regarding the following incentive opportunities: Incumbent Worker Training, Quick Response Training and Employed Worker Training. Also, during outreach activities (i.e. Chamber of Commerce functions, Small Business Development meetings, Economic Development Council presentations, and testimonials from previous training grant recipients are provided to employers informing them of the benefits of accessing one or more of these programs. Special emphasis is placed on encouraging businesses to evaluate the usefulness of the training program and to submit completed applications for the different programs. Each employer folder disseminated by the Employer Service unit contains information about each training program and grant. In addition, electronic copies of the program fact sheets and applications are readily available for transmission to prospective employers upon their request.

V.G.16.f.	In partnership with economic development organizations, how will the region build on existing or establish local, industry-specific workforce business consortiums;

In partnership with economic development organizations, the region will build on existing or establish local, industry-specific workforce business consortiums through a collaboration with its economic development partners will ensure the coordination of effort by being actively engaged in all activities such as business consortiums, business led forums and other activities established by the Economic Development Councils within the region. Additionally, **WORK**FORCE *plus* will also seek out additional opportunities to engage our Economic Development partners by spearheading specific initiatives and pursuing funding opportunities that support and align with their strategies and priorities.

V.G.16.g	How the region will prioritize target industry clusters by One-Stop Career Center;
How the region will prioritize target industry clusters by One-Stop Career Center; **WORK**FORCE *plus* will prioritize target industry clusters by using information compiled by the Agency for Workforce Innovation LMI unit regarding the region and the industries represented. Additionally feedback will be sought through the following entities to ensure that our resources and focus are dedicated to providing real time responses regarding the needs of our business: Business and Industry, Chamber of Commerce, Economic Development Councils and Education Partners. In ensuring that all stakeholders are included with our prioritization efforts we will be in a better position to respond to the different and changing needs of business with solutions and resources that can positive impact the region.	

V.G.16.h.	How the region will provide platform for creation or technical input of industry specific training programs—leverage expertise of strategic partners (Education, Training Providers);
How the region will provide platform for creation or technical input of industry specific training programs—leverage expertise of strategic partners (Education, Training Providers); will be accomplished through collaboration with educational partners that will act as a conduit for connecting business with the training/technical input for the business community regarding changes in the industry.	

V.G.16.i.	How the region will institutionalize local, regional and statewide "voice of the customer" business forums to keep abreast of current and emerging workforce needs (e.g., through all Employ Florida Banner Centers and other similar business-led initiatives);
How the region will institutionalize local, regional and statewide "voice of the customer" business forums to keep abreast of current and emerging workforce needs (e.g., through all Employ Florida Banner Centers and other similar business-led initiatives) will be accomplished as **WORK**FORCE *plus* through our service delivery system will ensure there is constant emphasis on the "voice of the customer" through a variety of regional business forums where we will solicit the current and emerging needs of the business community. Additionally, **WORK**FORCE *plus* will participate in opportunities offered at the state level to ensure that the local voice of the business customers resonates and that due consideration is given to developing a system that speaks to the business community as a whole.	

V.G.16.j.	How the region will increase workforce awareness via visibility at target industry specific events; and
How the region will increase workforce awareness via visibility at target industry specific events. **WORK**FORCE *plus* maintains an active presence in the local industry roundtable meetings administered by the Economic Development Councils of the region. These roundtable discussions are divided up into industry-specific group (i.e. Healthcare roundtable, Manufacturing roundtable, Information roundtable, etc.). Maintaining a presence at these discussions allows us to provide valuable input concerning the issues surrounding the targeted industries. Also, having a presence at the respective roundtables provides **WORK**FORCE *plus* an opportunity to create a relationship with different employer and with this relationship we are in a position to gauge the needs of each employer. Having a common knowledge of the employer's needs affords us an opportunity to actively identify qualified job seekers for their vacant positions and to identify training programs or incentives that may be beneficial to a specific employer or industry.	

V.G.16.k.	Showcase successful workforce/business partnerships at local economic development business events.
Showcase successful workforce/business partnerships at local economic development business events. Opportunities that showcase or highlight partnerships with business community include but are not limited to the following: 1) Small Business Assistance Fairs 2) Business Forums 3) Chamber of Commerce led events 4) Economic Development Council events 5) Marketing collateral 6) Statewide presentations regarding specific industries.	

17. Services to Targeted Populations

V.G.17.	Describe the process for providing workforce services to target populations such as the homeless, ex-offender, farmers, hard-to-serve, individuals with disabilities and other target groups.
The process for providing workforce services to target populations such as the homeless, ex-offender, farmers, hard-to-serve, individuals with disabilities and other target groups is to identify the target populations. **WORK**FORCE *plus* has been aggressive at applying for additional funding in order to serve homeless individuals, ex-offenders, the most hard-to-serve, individuals with disabilities, and other target groups. The target populations are also served through formula funding in various workforce programs as appropriate by services offered through our three (3) local workforce offices. The target populations are identified by a variety of sources to include partner agencies and participating in events such as the Veteran Stand Down.	

18. Workforce Program-Specific Definitions- Attach a copy of the local operating procedures for the following process(s).

a. ~~**Self-Sufficiency**~~ moved to section related to Employed Worker Training

b. Dislocated Worker Eligibility Standards

V.G.18.b.1.	Provide the local definition of a substantial layoff for determining dislocated worker status, as referenced in WIA section 101(9)(B)(i).
Provide the local definition of a substantial layoff for determining dislocated worker status, as referenced in WIA section 101(9)(B)(i). **WORK**FORCE *plus* defines a substantial layoff for determining dislocated worker status as being when 25 or more individuals are being impacted by the layoff. This layoff will result in the delivery of on-site rapid response activities. If resources are available **WORK**FORCE *plus* will provide services to groups smaller than 25.	

V.G.18.b.2. Review/Update Required	Provide the local definition for "underemployed" for determining displaced homemaker status, as referenced in WIA section 101(10).
Provide the local definition for "underemployed" for determining displaced homemaker status, as referenced in WIA section 101(10). **WORK**FORCE *plus* defines underemployment as being employed but the household's income is at or below the current LLSIL and Federal Poverty Level Guidelines for the family size of the applicant.	

V.G.18.b.3. Review/Update Required	Provide the local definition for "income maintenance" for dislocated workers who take an income maintenance job (wages may not exceed self-sufficiency standard for dislocated workers).
Provide the local definition for "income maintenance" for dislocated workers who take an income maintenance job (wages may not exceed self-sufficiency standard for dislocated workers). Dislocated workers who have become re-employed in "income maintenance" jobs (a job with a lower rate of pay than the job of dislocation) may be served as long as the wage earned does not exceed the local criteria for self-sufficiency for dislocated workers.	

c. Priority Services

V.G.18.c.1 Review/Update Required	Describe the criteria to be used for providing priority of services in employment and training to veterans in all workforce programs.
Describe the criteria to be used for providing priority of services in employment and training to veterans in all workforce programs. Assisted Core Services are available to any WIA Eligible Veteran Adult who has received at least one (1) Core One-Stop Service, and has demonstrated a need for additional service to obtain employment at a self-sufficient wage. The Self-Sufficient wage shall be determined annually by **WORK**FORCE *plus* based upon the adjusted Lower Living Standard Income Level (LLSIL) percentage goal for the region as appropriate. Priority of service means the right of eligible veterans (Wagner-Peyser 180-	

days or greater (LVER/DVOP), one-day for other USDOL funded programs) and covered persons to take precedence over eligible non-covered persons for the receipt of employment, training and placement services provided under new or existing qualified job training programs. Veterans and eligible spouse will be made aware of: 1) Their entitlement to priority of service 2) The full array of programs and services available to them, and 3) Any applicable eligibility requirements for those programs and/or services. To ensure priority of service is observed, eligible veterans and covered persons are identified at the point of access of **WORK**FORCE *plus* offices and shall be notified of programs and/or services available. Point of access includes physical locations, such as **WORK**FORCE *plus* offices, as well as web sites and other virtual service delivery resources. Provider staff and veteran's staff will use a needs-based approach to identify veterans with special needs, i.e. disabled veterans, recently separated veterans, etc., and they will be subsequently referred for the appropriate services. All veterans and covered persons who are pursuing employment will be registered in the EFM system. Veterans with barriers to employment will be provided with the necessary initial assessment and the required documented intensive case management services. Priority shall be given to recipients of public assistance and low-income individuals. Income must be verified for the 6 months prior to the date of registration and will be multiplied by two (2) to determine the allowable annual salary as outlined in the Federal Poverty Level Guidelines issued annually. As funds allocated to the local area for intensive and training services are limited, priority shall be given to recipients of public assistance, and low-income individuals, along with veterans and/or spouses of veterans for intensive and training services. Veterans and spouses of veterans shall receive first priority for intensive and training services, provided they are low income or are receiving public assistance. Verification of public assistance, low income and veteran's status must be collected at the point of intensive services.

V.G.18.c.2 Review/Update Required	Describe the strategies used to provide priority of service under the WIA Adult program. i. How will priority of service be provided to low-income individuals and public assistance recipients? ii. How is the availability of other funds taken into account in establishing these strategies? iii. How are the needs of special client groups addressed? iv. How do employed workers fit in the priority of service strategies? v. What other factors does the RWB consider?
Describe the strategies used to provide priority of service under the WIA Adult program. Assisted Core Services are available to any WIA Eligible Adult who has received at least one (1) Core One-Stop Service, and has demonstrated a need for additional service to obtain employment at a self-sufficient wage. Self-Sufficient wage shall be determined annually by **WORK**FORCE *plus* based upon the adjusted Lower Living Standard Income Level (LLSIL) percentage goal for the region as appropriate. Priority shall be given to recipients of public assistance and low-income individuals. Income must be verified for the 6 months prior to the date of registration and will be multiplied by two (2) to determine the allowable annual salary as outlined in the Federal Poverty Level Guidelines issued annually. As funds allocated to the local area for intensive and training services are limited, priority shall be given to recipients of public assistance, and low-income individuals, along with veterans and/or spouses of veterans for intensive and training services. Veterans and spouses of veterans shall receive first priority for intensive and training services, provided they are low income or are receiving public assistance. Verification of public assistance, low income and veteran's status must be collected at the point of intensive services. Employed workers fit into the priority of service strategies to enable customers who are employed but in need of skills upgrade training to retain or advance in their occupation.	

V.G.18.c.3 Review/Update Required	i. Explain the process used by the Board for determining whether adult formula funds are ***not*** limited, and therefore, priority of services is not required to apply. **Note** A***ny change*** to this process as well as deactivation and reactivation of priority of services require a modification of the local plan with submission to WFI. ii. Are adult formula funds currently limited so that priority of services does not apply in the region?
The process used to determine if adult formula funds will be limited is based off of the WIA Public Law 105-220 – Aug. 7, 1998 112 STAT.997 (4) Training Services (E) Priority. It states the appropriate local Board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority. To serve a greater number of customers using the WIA Adult funding, **WORK**FORCE *plus* applies priority of service for Adult Funding	

to intensive and training services only. Priority of service for WORKFORCE *plus* is defined as recipients of public assistance, low-income individuals, and veterans and/or spouses of veterans for intensive and training services. Veterans and spouses of veterans shall receive first priority for training services, provided they are low income or are receiving public assistance. Verification of public assistance, low income and veteran's status must be collected at the point of intensive services. However, the documentation collected must verify the customer's status as of the registration date into WIA.

19. Services to Targeted Populations

V.G.19	Describe the process for providing workforce services to target populations such as the homeless, ex-offender, migrant farmworkers, individuals with disabilities, older workers, limited English speakers, and other target groups.
See Response for V.G.18	

20. Supportive Services

Supportive services should include transportation (gas cards, bus passes and vehicle repairs), childcare, clothing, etc. The description of the supportive services may include a general description of the supportive services to be provided for all programs or a description of the services to be provided to participants of each of the programs. Attach a copy of the local operating procedures for the following process(s).

V.G.20.a.	Describe the process for providing support services including the type, dollar amount, conditions, and duration under which these services will be made available to participants enrolled in workforce service programs. Describe the process for providing workforce services to target populations such as the homeless, ex-offender, migrant farmworkers, individuals with disabilities, older workers, limited English speakers, and other target groups.
Describe the process for providing support services including the type, dollar amount, conditions, and duration under which these services will be made available to participants enrolled in workforce service programs. Describe the process for providing workforce services to target populations such as the homeless, ex-offender, migrant farm workers, individuals with disabilities, older workers, limited English speakers, and other target groups. For WIA services, **WORK**FORCE *plus* informs customers of the availability of supportive services during the enrollment process. Supportive services are targeted toward those who are most in need and indicate that the services are required in order to participate. Under WIA, transportation services are available for the training component. Customers in need of child care assistance are referred to a partner agency. Individuals with disabilities are served by their program specific career specialist in conjunction with the services of the Disability Navigator. The role of the Disability Navigator is to ensure that individuals with disabilities are referred to all available services for which they are in need. The combined efforts of the staff help to ensure that the participant is on the pathway to self-sufficiency with all possible resources at their disposal. Transportation assistance maximum amount allowed is based on the total miles traveled from the participant's home to the training location. Documentation is furnished of the mileage from the speedometer for the round trip and compared to data retrieved from MapQuest. The participant is required to submit signed, completed Time and Attendance Records for days of attendance in the training program. The participant can only receive transportation assistance for documented days in attendance in the program. Supportive services are based on funding availability and expenditures are reviewed on a monthly basis in order to ensure that limitations are being adhered to. The following support services may be provided to enable Welfare transition customers to comply with program activities, contingent upon the availability of funds: 1) Transportation Assistance 2) Ancillary expenses (i.e., books, tools, uniforms) 3) Education and/or training related fees 4) Child care Support services for other programs and special populations i.e. offenders will be based on need and the availability of funding.	

For the WT/TANF, please add additional information:

V.G.20.b.	Describe when participants are notified of the opportunity to receive support services, including but not limited to, transportation services, counseling, childcare, etc.
Customers are notified of the opportunity to receive support services in the communication and work activity referral letter. This allows customers to receive child care before arrival to orientation. During orientation, customers are also made aware that support services are available to mandatory and transitional applicants, as well as the type of support services that can be offered.	

V.G.20.c.	WT/TANF funds for support services may be prioritized due to limited funding. Please describe how services are limited by type and by amount. Please include a description for all of the following (at minimum); • Transportation; • Childcare; • Clothing; • Training; and Other-if the RWB provides other support services not listed above, please describe the services and prioritization for such services.
WT/TANF funds for support services may be prioritized due to limited funding. Please describe how services are limited by type and by amount. Please include a description for all of the following (at minimum); The Description of Support Services offered are as follows: 1) Transportation is issued bi-weekly - maximum $40 month 2) Childcare is provided by Early Learning Coalition; 3) Clothing (Uniforms) - Based on need (will be deducted from the annual supportive services limit of $1000) 4) Training - Training amounts are based on a tiered system that supports placement after training. The maximum that a customer can receive for training is $5000.	

V.G.20.d	When and how are customers, including applicants for cash assistance, provided information about One-Stop Career Center services?
When and how are customers, including applicants for cash assistance, provided information about One-Stop Career Center services? Customers are provided information regarding workforce services upon entering the office. Customers are given an overview of Center partners and services. Individuals who are interested in training or have advanced training/credentials, they are referred to WIA for additional leveraging of available program funds. The primary service provider as well as Wagner-Peyser staff assists job seeker customers in obtaining employment information by providing them with Labor Market Information and a brochure of the various services that are offered. Customers can also receive information about One-Stop Career Center services via the **WORK**FORCE *plus* website and various social media. Additionally, program orientations provide an overview of available services.	

V.G.20.e.	When and how are applicants and recipients of cash assistance advised of domestic violence services; Briefly describe how applicants and participants of the WT program who disclose a domestic violence issue are provided services specific to their needs; and Describe how the RWB ensures that all domestic violence providers are trained and competent to provide such services.
During orientation customers will be made aware of domestic violence services and provided contact numbers for domestic violence agencies. An assessment tool is used to assist in identifying whether there may be a need for domestic violence services. Domestic violence awareness is also included in the curriculum of the employability skills/job preparation component. If a customer discloses a domestic violence issue, they will be referred to the Refuge House for further assistance. A lethality checklist will be performed to determine degree of danger for the customer whereby law enforcement will be contacted to offer protection assistance if needed. **WORK**FORCE *plus* will coordinate with the Refuge House in determining transportation options that will insure maximum security for the customer as well as the minor dependents while participating to meet program. Law enforcement transportation assistance will be requested only if necessary. **WORK**FORCE *plus* ensures that Career Specialists receive ongoing training about how to assist victims of domestic violence and on available referral resources in the community.	

V.G.20.f	Describe the type of support services the RWB provides to applicants of cash assistance.

Childcare will be made available to all Welfare Transition Program customers who need subsidized care in order to participate in required work activities. Individuals who are denied childcare because of funding constraints will not be sanctioned, and will receive a good cause deferral from participation in work activities. Applicants can receive a 30-day childcare referral in order to complete the 10-day work registration process. . In addition, helpful information about community and other resources will be disseminated.

V.G.20.g	Transitional support services: • Describe the type of services offered to participants whose cash assistance closes with earned income. • Describe when and how program participants are informed about transitional benefits and services when they first leave cash assistance. • How long does the RWB authorize a childcare referral for transitional customers? • How often does the RWB require a participant receiving transitional childcare to document employment? • How often are transitional participants receiving support services reviewed for eligibility (family size, income, household composition, etc.)? • If the RWB has a program to encourage employment retention and advancement using support services and/or incentives, please describe it. • Describe the RWB's local operating procedure designed to offer education or training to transitional participants.

Customers are informed about transitional benefits and services during orientation and also through their Career Specialist when they obtain employment. The type of services offered to participants whose cash assistance closes with earned income are: 1) Transitional Childcare 2) Transportation Assistance 3) Transitional Education and Training 4) Work Related Items. Participants who lose eligibility for Temporary Cash Assistance (TCA) due to earned income or who opt to receive an up-front diversion or severance payment are eligible to receive transitional childcare (TCC) for twenty-four (24) consecutive months to assist with retaining employment if the family's income does not exceed 200% of the Federal Poverty Level, and funds are available. Child care referrals will be generated for 90-day periods.

If the individual loses employment due to good cause, (s) he may receive transitional childcare for up to 30 calendar days to complete job search activities. Transportation assistance will be provided to transitional customers based on two (2) qualifying criteria – the period of time the customer has been at transitional status and the level of wage the customer is receiving. This form of assistance will be provided for the first three (3) months of the entire 24-month transitional period. In no instance should a customer receive more than $120 in gas cards or twelve (12) bus passes during the entire transitional period. Additionally, a customer may not receive more than $40 in gas cards or four (4) bus passes per month. Customers may receive assistance with work and/or training related items for the entire 24-month period if they are earning wages at or below 200% of the Federal Poverty Level. The maximum amount a transitional customer can receive for work/training related items is $500 per program year. Customers may receive educational training for the 24 month period if they are at or below 200 % of the Federal Poverty Level. The training must be provided by one of the Workforce Board's Approved Training Providers. The customer must apply for a Pell Grant prior to being approved for the training. The customer must receive a complete the TABE assessment and pass the suitability screening in order to receive the training request (ITA) which must be approved by the Program Supervisor, the Financial Manager, and **WORK**FORCE *plus* prior to issuance to the customer or the institution.

V.G.20.h	Describe how career center staff link participants of the WT Program to other services and funding streams.

Describe how career center staff link participants of the WT Program to other services and funding streams. Staff link Welfare Transition Program customers to other services and funding streams through the use of referrals to other One Stop Service Center programs and partner agencies. WT staff provide Wagner Peyser services to participants at follow-up appointments or as needed. A WT customer may be served by multiple funding streams and receive services from Wagner-Peyser, WIA, and WT.

VI. Signature Page

Please complete the signature page and ensure that it is signed by both the Chairperson of the local Board and the Chief Elected Official. (29 USC 2841 Section 121). The original signed signature page must be mailed to WFI as instructed on page one of these instructions.

VII. Required Attachments

The following documents must be completed and included in the Workforce Services Plan as required by law:

1. Current Membership – Regional Workforce Board – Attachment 1
2. Fiscal Agent Design/Administrative Entity/One-Stop Operator – Attachment 2
3. Inter-local Agreement(s)
4. List of One-Stop MOUs (Board and One-Stop Partners)
5. Local Operating Procedures Referenced in the Local Workforce Services Plan
6. Public Comments on Local Workforce Services Plan
7. WT/TANF Standard Operating Procedures

SIGNATURE PAGE

This plan represents the Big Bend Jobs & Education Council, Inc. d/b/a **WORK**FORCE *plus'* efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998, the Wagner-Peyser Act, the Welfare Transition Act, and the Food Stamp Employment and Training programs and to coordinate these resources with other State and local programs in the following geographical workforce investment area: Gadsden, Leon and Wakulla counties.

This comprehensive plan is submitted for the period July 1, 2011 through June 30, 2012 in accordance with the provisions of the Workforce Investment Act, the Wagner-Peyser Act and the Welfare Transition Act and the Food Stamp Employment and Training Act. We further certify that we will operate our Workforce Investment Act, Wagner-Peyser Act, Welfare Transition and the Food Stamp Employment and Training Act programs in accordance with this plan and applicable federal and state laws and regulations.

Workforce Development Board Chair

Barbara C. Edwards, Chairperson

Date

Gadsden County Chief Elected Official

Sherrie Taylor, Chairperson

Date

Leon County Chief Elected Official

John E. Dailey, Chairman

Date

Wakulla County Chief Elected Official

Mike Stewart, Chairman

Date

CHAPTER 2012-29

Committee Substitute for House Bill No. 7023

An act relating to regional workforce boards; amending s. 445.003, F.S.; requiring certain funds to be expended on Individual Training Accounts; revising items that qualify as account expenditures; amending s. 445.007, F.S., and reenacting subsections (10) and (11), relating to restrictions on the use of state and federal funds provided to regional workforce boards and contracts between regional workforce boards and members of regional workforce boards; providing for maximum board membership; providing additional membership requirements; requiring certain board members to file a statement of financial interests; authorizing the Governor to remove board members for cause; requiring the Department of Economic Opportunity to assign staff for performance and compliance review; prohibiting regional workforce boards from restricting the choice of training providers based on certain factors; authorizing a board to restrict the amount of training resources available to any one client under certain conditions; providing requirements for the procurement and expenditure of certain funds; providing grounds for removal for cause; deleting an obsolete expiration date for provisions relating to restrictions on the use of state and federal funds provided to regional workforce boards; revising procedures relating to the approval of contracts between regional workforce boards and members of regional workforce boards; deleting an obsolete expiration date for provisions relating to such contracts; requiring each board to develop a budget for certain purposes, subject to the approval of the chief elected official, and submit the budget to Workforce Florida, Inc.; requiring Workforce Florida, Inc., to evaluate the means to establish a single, statewide workforce-system brand for the state; providing reporting requirements; amending s. 445.009, F.S.; deleting the expiration of a provision providing that participants in adult or youth work experience activities are employees of the state for purposes of workers' compensation coverage; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Paragraph (a) of subsection (3) of section 445.003, Florida Statutes, is amended to read:

445.003 Implementation of the federal Workforce Investment Act of 1998.—

(3) FUNDING.—

(a) Title I, Workforce Investment Act of 1998 funds; Wagner-Peyser funds; and NAFTA/Trade Act funds will be expended based on the 5-year plan of Workforce Florida, Inc. The plan shall outline and direct the method used to administer and coordinate various funds and programs that are

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operated by various agencies. The following provisions shall also apply to these funds:

1. At least 50 percent of the Title I funds for Adults and Dislocated Workers that are passed through to regional workforce boards shall be allocated to and expended on Individual Training Accounts unless a regional workforce board obtains a waiver from Workforce Florida, Inc. Tuition, books, and fees of training providers and other training services prescribed and authorized by the Workforce Investment Act of 1998 qualify as ~~an~~ Individual Training Account expenditures ~~expenditure, as do other programs developed by regional workforce boards in compliance with policies of Workforce Florida, Inc~~.

2. Fifteen percent of Title I funding shall be retained at the state level and shall be dedicated to state administration and used to design, develop, induce, and fund innovative Individual Training Account pilots, demonstrations, and programs. Of such funds retained at the state level, $2 million shall be reserved for the Incumbent Worker Training Program, created under subparagraph 3. Eligible state administration costs include the costs of: funding for the board and staff of Workforce Florida, Inc.; operating fiscal, compliance, and management accountability systems through Workforce Florida, Inc.; conducting evaluation and research on workforce development activities; and providing technical and capacity building assistance to regions at the direction of Workforce Florida, Inc. Notwithstanding s. 445.004, such administrative costs shall not exceed 25 percent of these funds. An amount not to exceed 75 percent of these funds shall be allocated to Individual Training Accounts and other workforce development strategies for other training designed and tailored by Workforce Florida, Inc., including, but not limited to, programs for incumbent workers, displaced homemakers, nontraditional employment, and enterprise zones. Workforce Florida, Inc., shall design, adopt, and fund Individual Training Accounts for distressed urban and rural communities.

3. The Incumbent Worker Training Program is created for the purpose of providing grant funding for continuing education and training of incumbent employees at existing Florida businesses. The program will provide reimbursement grants to businesses that pay for preapproved, direct, training-related costs.

a. The Incumbent Worker Training Program will be administered by Workforce Florida, Inc. Workforce Florida, Inc., at its discretion, may contract with a private business organization to serve as grant administrator.

b. To be eligible for the program's grant funding, a business must have been in operation in Florida for a minimum of 1 year prior to the application for grant funding; have at least one full-time employee; demonstrate financial viability; and be current on all state tax obligations. Priority for funding shall be given to businesses with 25 employees or fewer, businesses in rural areas, businesses in distressed inner-city areas, businesses in a

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qualified targeted industry, businesses whose grant proposals represent a significant upgrade in employee skills, or businesses whose grant proposals represent a significant layoff avoidance strategy.

c. All costs reimbursed by the program must be preapproved by Workforce Florida, Inc., or the grant administrator. The program will not reimburse businesses for trainee wages, the purchase of capital equipment, or the purchase of any item or service that may possibly be used outside the training project. A business approved for a grant may be reimbursed for preapproved, direct, training-related costs including tuition; fees; books and training materials; and overhead or indirect costs not to exceed 5 percent of the grant amount.

d. A business that is selected to receive grant funding must provide a matching contribution to the training project, including, but not limited to, wages paid to trainees or the purchase of capital equipment used in the training project; must sign an agreement with Workforce Florida, Inc., or the grant administrator to complete the training project as proposed in the application; must keep accurate records of the project's implementation process; and must submit monthly or quarterly reimbursement requests with required documentation.

e. All Incumbent Worker Training Program grant projects shall be performance-based with specific measurable performance outcomes, including completion of the training project and job retention. Workforce Florida, Inc., or the grant administrator shall withhold the final payment to the grantee until a final grant report is submitted and all performance criteria specified in the grant contract have been achieved.

f. Workforce Florida, Inc., may establish guidelines necessary to implement the Incumbent Worker Training Program.

g. No more than 10 percent of the Incumbent Worker Training Program's total appropriation may be used for overhead or indirect purposes.

4. At least 50 percent of Rapid Response funding shall be dedicated to Intensive Services Accounts and Individual Training Accounts for dislocated workers and incumbent workers who are at risk of dislocation. Workforce Florida, Inc., shall also maintain an Emergency Preparedness Fund from Rapid Response funds which will immediately issue Intensive Service Accounts and Individual Training Accounts as well as other federally authorized assistance to eligible victims of natural or other disasters. At the direction of the Governor, for events that qualify under federal law, these Rapid Response funds shall be released to regional workforce boards for immediate use. Funding shall also be dedicated to maintain a unit at the state level to respond to Rapid Response emergencies around the state, to work with state emergency management officials, and to work with regional workforce boards. All Rapid Response funds must be expended based on a plan developed by Workforce Florida, Inc., and approved by the Governor.

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Section 2. Subsections (1), (2), (3), (6), and (9) of section 445.007, Florida Statutes, are amended, subsections (10) and (11) are reenacted and amended, and subsections (12) and (13) are added to that section, to read:

445.007 Regional workforce boards.—

(1) One regional workforce board shall be appointed in each designated service delivery area and shall serve as the local workforce investment board pursuant to Pub. L. No. 105-220. The membership of the board shall be consistent with Pub. L. No. 105-220, Title I, s. 117(b) but may not exceed the minimum membership required in Pub. L. No. 105-220, Title I, s. 117(b)(2)(A) and in this subsection. Upon approval by the Governor, the chief elected official may appoint additional members above the limit set by this subsection. If a public education or training provider is represented on the board, a representative of a private nonprofit provider and a representative of a private for-profit provider must also be appointed to the board. The board shall include one nonvoting representative from a military installation if a military installation is located within the region and the appropriate military command or organization authorizes such representation. It is the intent of the Legislature that membership of a regional workforce board include persons who are current or former recipients of welfare transition assistance as defined in s. 445.002(2) or workforce services as provided in s. 445.009(1) or that such persons be included as ex officio members of the board or of committees organized by the board. The importance of minority and gender representation shall be considered when making appointments to the board. The board, its committees, subcommittees, and subdivisions, and other units of the workforce system, including units that may consist in whole or in part of local governmental units, may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of the telecommunications meeting and reasonable access to observe and, when appropriate, participate. Regional workforce boards are subject to chapters 119 and 286 and s. 24, Art. I of the State Constitution. If the regional workforce board enters into a contract with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the board, a quorum having been established, and the board member who could benefit financially from the transaction must abstain from voting on the contract. A board member must disclose any such conflict in a manner that is consistent with the procedures outlined in s. 112.3143. Each member of a regional workforce board who is not otherwise required to file a full and public disclosure of financial interests pursuant to s. 8, Art. II of the State Constitution or s. 112.3144 shall file a statement of financial interests pursuant to s. 112.3145. The executive director or designated person responsible for the operational and administrative functions of the regional workforce board who is not otherwise required to file a full and public disclosure of financial interests pursuant to s. 8, Art. II of the State Constitution or s. 112.3144 shall file a statement of financial interests pursuant to s. 112.3145.

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(2)(a) The regional workforce board shall elect a chair from among the representatives described in Pub. L. No. 105-220, Title I, s. 117(b)(2)(A)(i) to serve for a term of no more than 2 years and shall serve no more than two terms.

(b) The Governor may remove a member of the board, the executive director of the board, or the designated person responsible for the operational and administrative functions of the board for cause. As used in this paragraph, the term "cause" includes, but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance.

(3) The Department of Economic Opportunity, under the direction of Workforce Florida, Inc., shall assign staff to meet with each regional workforce board annually to review the board's performance and to certify that the board is in compliance with applicable state and federal law.

(6) The regional workforce board shall designate all local service providers and may not transfer this authority to a third party. Consistent with the intent of the Workforce Investment Act, regional workforce boards should provide the greatest possible choice of training providers to those who qualify for training services. A regional workforce board may not restrict the choice of training providers based upon cost, location, or historical training arrangements. However, a board may restrict the amount of training resources available to any one client. Such restrictions may vary based upon the cost of training in the client's chosen occupational area. The regional workforce board may be designated as a one-stop operator and direct provider of intake, assessment, eligibility determinations, or other direct provider services except training services. Such designation may occur only with the agreement of the chief elected official and the Governor as specified in 29 U.S.C. s. 2832(f)(2). Workforce Florida, Inc., shall establish procedures by which a regional workforce board may request permission to operate under this section and the criteria under which such permission may be granted. The criteria shall include, but need not be limited to, a reduction in the cost of providing the permitted services. Such permission shall be granted for a period not to exceed 3 years for any single request submitted by the regional workforce board.

(9) For purposes of procurement, regional workforce boards and their administrative entities are not state agencies and are exempt from chapters 120 and 287. The regional workforce boards shall apply the procurement and expenditure procedures required by federal law and policies of the Department of Economic Opportunity and Workforce Florida, Inc., for the expenditure of federal, state, and nonpass-through funds. The making or approval of smaller, multiple payments for a single purchase with the intent to avoid or evade the monetary thresholds and procedures established by federal law and policies of the Department of Economic Opportunity and Workforce Florida, Inc., is grounds for removal for cause. Regional workforce boards, their administrative entities, committees, and subcommittees, and

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other workforce units may authorize expenditures to award suitable framed certificates, pins, or other tokens of recognition for performance by units of the workforce system. Regional workforce boards; their administrative entities, committees, and subcommittees; and other workforce units may authorize expenditures for promotional items, such as t-shirts, hats, or pens printed with messages promoting Florida's workforce system to employers, job seekers, and program participants. However, such expenditures are subject to federal regulations applicable to the expenditure of federal funds. All contracts executed by regional workforce boards must include specific performance expectations and deliverables.

(10) State and federal funds provided to the regional workforce boards may not be used directly or indirectly to pay for meals, food, or beverages for board members, staff, or employees of regional workforce boards, Workforce Florida, Inc., or the Department of Economic Opportunity ~~Agency for Workforce Innovation~~ except as expressly authorized by state law. Pre-approved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in s. 112.061 and shall be in compliance with all applicable federal and state requirements. Workforce Florida, Inc., shall develop a statewide fiscal policy applicable to the state board and all regional workforce boards, to hold both the state and regional boards strictly accountable for adherence to the policy and subject to regular and periodic monitoring by the Department of Economic Opportunity ~~Agency for Workforce Innovation~~, the administrative entity for Workforce Florida, Inc. Boards are prohibited from expending state or federal funds for entertainment costs and recreational activities for board members and employees as these terms are defined by 2 C.F.R. part 230. ~~This subsection expires July 1, 2011.~~

(11) To increase transparency and accountability, a regional workforce board must ~~boards shall~~ comply with the requirements of this section before contracting with a member of the ~~regional workforce~~ board or a relative, as defined in s. 112.3143(1)(b), of a board member or of an employee of the board. Such contracts may ~~shall~~ not be executed before or without the approval of Workforce Florida, Inc. Such contracts, as well as documentation demonstrating adherence to this section as specified by Workforce Florida, Inc., must be submitted to the Department of Economic Opportunity ~~Agency for Workforce Innovation~~ for review and recommendation according to criteria to be determined by Workforce Florida, Inc. Such a contract ~~Contracts between relatives, as defined in s. 112.3143(1)(b), of a board member or employee of a board~~ must be approved by a two-thirds vote of the ~~entire~~ board, a quorum having been established; all conflicts of interest must be disclosed before ~~prior to~~ the vote; and any member who may benefit from the contract, or whose relative may benefit from the contract, must abstain from the vote ~~and the contract must be reviewed and approved as stated above~~. A contract ~~Contracts~~ under $25,000 between a regional workforce board and a member of that board or between a relative ~~relatives~~, as defined in s. 112.3143(1)(b), of a board member or of an employee ~~employees~~ of the ~~a~~

CODING: Words ~~stricken~~ are deletions; words underlined are additions.

board is not required to have the prior approval of Workforce Florida, Inc., ~~are exempt from the review and recommendation process~~ but must be approved by a two-thirds vote of the ~~entire~~ board, a quorum having been established, and must be reported to the Department of Economic Opportunity ~~Agency for Workforce Innovation~~ and Workforce Florida, Inc., within 30 days after approval. If a contract cannot be approved by Workforce Florida, Inc., a review of the decision to disapprove the contract may be requested by the regional workforce board or other parties to the disapproved contract. ~~This subsection expires July 1, 2011.~~

(12) Each regional workforce board shall develop a budget for the purpose of carrying out the duties of the board under this section, subject to the approval of the chief elected official. Each regional workforce board shall submit its annual budget for review to Workforce Florida, Inc., no later than 2 weeks after the chair approves the budget.

(13) Workforce Florida, Inc., shall evaluate the means to establish a single, statewide workforce-system brand for the state and shall submit its recommendations to the Governor by November 1, 2012.

Section 3. Subsection (11) of section 445.009, Florida Statutes, is amended to read:

445.009 One-stop delivery system.—

(11) A participant in an adult or youth work experience activity administered under this chapter shall be deemed an employee of the state for purposes of workers' compensation coverage. In determining the average weekly wage, all remuneration received from the employer shall be considered a gratuity, and the participant shall not be entitled to any benefits otherwise payable under s. 440.15, regardless of whether the participant may be receiving wages and remuneration from other employment with another employer and regardless of his or her future wage-earning capacity. ~~This subsection expires July 1, 2012.~~

Section 4. This act shall take effect July 1, 2012.

Approved by the Governor March 28, 2012.

Filed in Office Secretary of State March 28, 2012.

CODING: Words ~~stricken~~ are deletions; words underlined are additions.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 18, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Luis N. Serna, Planning and Community Development Director Melissa Corbett, Planner II
Subject:	Change of Zoning Application R12-03 (Kenneth B. and Elizabeth J. Smith, owners; Robert Roddenberry, agent)

Statement of Issue:
This agenda item provides the Board with an Application for a Change of Zoning from AG (Agriculture) and RR-1 (Semi-Rural Residential) to C-2 (General Commercial), on a parcel located at the southeast side of the intersection of Crawfordville Highway and Whitlock Way.

Background:
This application requests a Change of Zoning from the existing AG (Agriculture) and RR-1 (Semi-Rural Residential) zoning districts to the C-2 (General Commercial) zoning district on a 18.93+/- acre parcel on the east side of Crawfordville Highway. The Subject Property is located in the general vicinity of Wakulla Equipment Rental and Happy Times Daycare and is at the address of 1721 Crawfordville Highway. (Attachment 1)

Technical Review Committee (TRC): On April 19, 2012, the Application was reviewed and it was noted that the Certified Mail Notices to surrounding property owners needed to be sent out. The Property Owners subsequently provided the Certified Mail Notice receipts to staff.

Planning Commission: On May 14, 2012, the Application was reviewed by the Planning Commission. At the conclusion of the hearing on the item, the Commission voted 4-1 to recommend approval of the Application.

Analysis:

Comprehensive Plan: The Future Land Use Map (FLUM) designation for the property is Commercial. This designation was adopted for the Subject Property on May 5, 2009 through a Comprehensive Plan Future Land Use Map Amendment. Commercial retail, office and service uses are permissible in this designation. The Commercial designation allows for commercial development only within one mile of the intersection of two arterial roads or an arterial and collector roadway per Comprehensive Plan Policy

1.2.7(4)(e). The property meets this requirement when reviewed against the "Future Land Use Map Series "2009 Future Traffic Circulation Map" of the Comprehensive Plan. (Attachment 2)

Land Development Code:

The current zoning districts for the property are RR-1 and Agriculture. The RR-1 zoning district allows for the construction of site-built, single family homes and the installation of mobile homes. This district allows for a density of 1 dwelling unit per acre of land. It does not allow for any commercial development. The Agriculture zoning allows for site-built and mobile homes in addition to farming and silviculture activities. It allows one residential unit per five acres.

The proposed General Commercial zoning district allows for a wide variety of commercial activities. Uses from retail shops to restaurants and even theaters are permissible in this zoning district. (Attachment 3)

Site Conditions:

The FEMA flood zone designations for the property are zone "A and C". Zone A is the 100 year flood area, which can require special foundations for structures built in this zone. Zone "C" is an area of minimal flooding, and usually does not require flood insurance by mortgage lenders. The A zone is generally located on the eastern side of the Subject Property, while the C zone is located in the middle and on the west side, along US 319.

Staff completed a site visit on April 25, 2012. Currently, the site has two single-family residences on the property. No wetlands or karst features are known to be present on the Subject Property. (Attachment 4)

Adjacent Parcels:

Abutting parcels are designated C-2 (General Commercial), AG (Agriculture), RR-1 (Semi-Rural Residential), and CO (Office Commercial). Across Crawfordville Highway, properties are zoned C-2 (General Commercial) and AG (Agriculture). The allowable uses in these districts are as described above, except for CO. CO is the only district not previously described. It permits limited commercial activities such as restaurants and physician's offices. (Attachment 5)

Compatibility:

The proposed General Commercial district would be compatible with the adjacent properties and the other properties in the area that are already zoned commercial. Additionally, the proposed district is compatible with the Commercial Land Use of the property, while the existing zoning districts are not permissible in that Land Use.

Public Notification: This request has been noticed and advertised in accordance with the provisions of the Wakulla County Land Development Code. To date, the Planning Department has not received any written responses to the advertisement. The Planning Department also posted appropriate signage on the property indicating the change of zoning request.

The advertisement for this public hearing appeared in The Wakulla News on April 26, 2012 (Attachment 6).

Additional Issues: It should be noted that the western portion of this property lies within the Enterprise Zone. While the exact distance this designation extends into the Subject Property is unclear from currently available maps, staff estimates that the westernmost five hundred and fifty (550) feet are included. The Enterprise Zone is an area designated by Wakulla County and the State of Florida as one targeted for economic growth and where commercial development has generally been encouraged. As such, businesses which locate within the Enterprise Zone may classify for tax credits or other incentives. The Subject Property extends nine hundred and sixty (960) feet back from Crawfordville Highway, thus it appears the Enterprise Zone encompasses a little more than half of the parcel. (Attachment 7)

Based on the size of the Subject Property, the Change of Zoning Application is required to have two public hearings before the Board. This first public hearing before the Board is to consider the Application but does require a vote. The final public hearing on the Application will be held on July 16, 2012.

Options:

1. Conduct the Public Hearing and consider adoption of the proposed Ordinance amending the official zoning atlas, amending the zoning district from AG (Agriculture) and RR-1 (Semi-Rural Residential) to C-2 (General Commercial), considering any findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon.

2. Do not conduct the public hearing to consider the proposed Ordinance amending the zoning district from AG (Agriculture) and RR-1 (Semi-Rural Residential) to C-2 (General Commercial), considering any findings of fact and conclusions of law made by the Board and any evidence submitted at the Hearing hereon.

3. Board Direction.

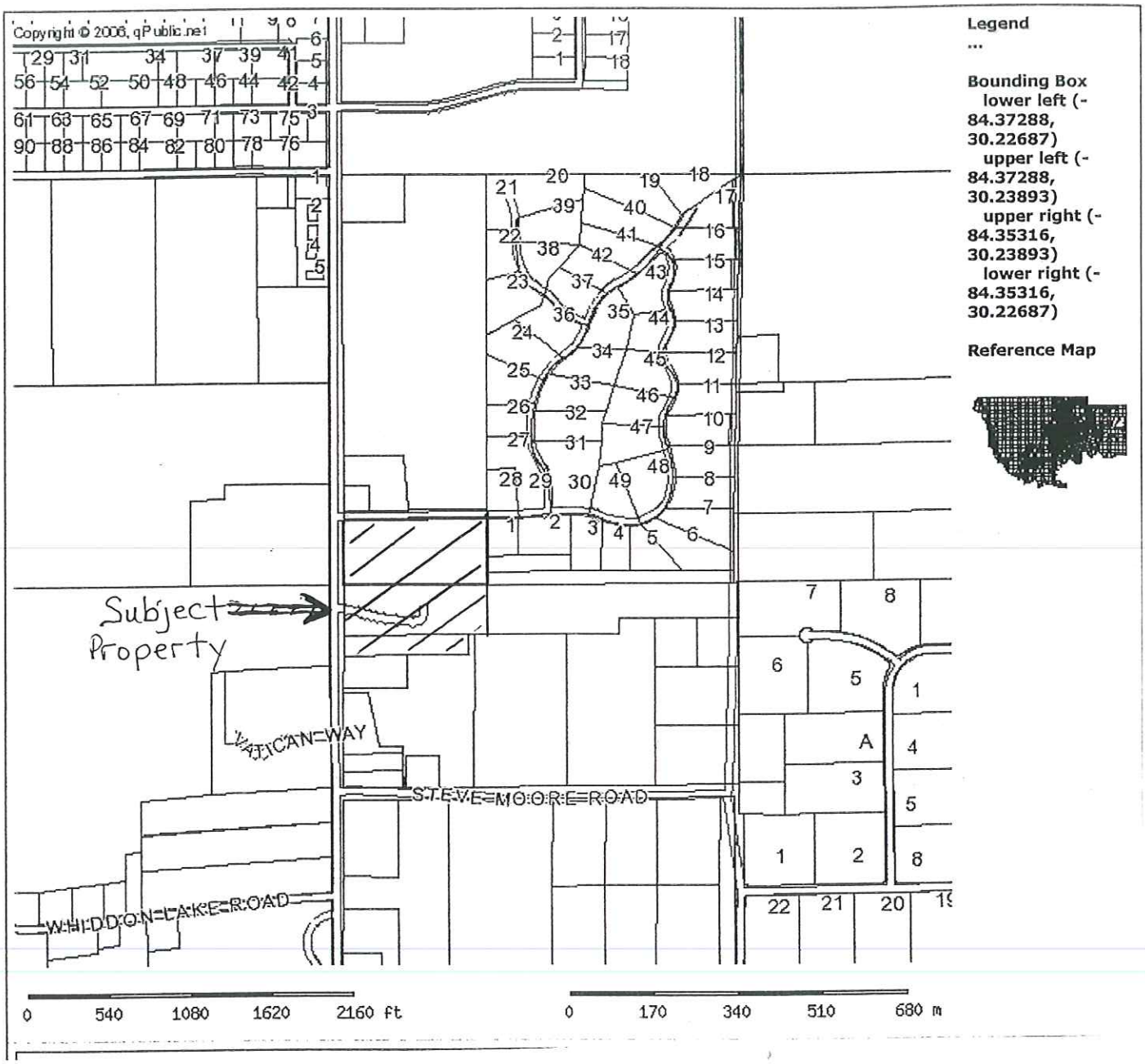
Recommendation:

Option 1. The Planning Commission, in their role as the Local Planning Agency, recommended approval of the item and therefore, it is recommended to consider the Application.

Attachment(s):

1. Location Map
2. FLUM Policy 1.2.7
3. Section 5-25, 5-27 and 5-38, LDC
4. Site Photos
5. Zoning Map
6. Advertisement
7. Enterprise Zone Map
8. Draft Ordinance

ATTACHMENT 1
PAGE 1 OF 1



(e) In calculating residential densities which are in wetlands the density shall be permitted at an overall density of one unit per twenty (20) acres.

4) Special Development Standards

(a) Non-residential access to principal arterial roads shall be from frontage or service roads or from side streets rather than directly from the abutting arterial or collector road.

(b) Commercial uses located along principal arterials shall be set back sufficiently to accommodate future right-of-way as identified in the Traffic Circulation Element.

(c) Non-residential development in structures over five thousand (5,000) gross square feet in area shall connect to public water service and meet fire flow concurrency pursuant to the County Land Development Code.

(d) School, nursing facilities and all activities used by over fifty (50) persons at one time shall have central sewer and water facilities (including package plants.)

(e) Proposed non-residential land uses may be permitted if the proposed use is not harmful or inconsistent with surrounding land uses. Development approval shall be subject to review and approval by the Local Planning Agency pursuant to the review procedures identified in the Land Development Code. Land use approval shall be contingent upon Plan consistency and a showing that needed facilities and service capacity are available concurrent with the proposal's impacts. Development approval may require additional landscape buffers, screening walls, or other similar requirements to ensure compatibility.

(f) Proposed non-residential land uses shall be consistent with the FLUM and the existing and proposed character and nature of the area. Compatibility will be determined through staff review and the public hearing process before the local planning agency and County Commission.

5) Of the 35.78 acres designated Urban-2 by Ordinance No. 2006-10, not less than 80% may be utilized for residential purposes, and not more than 20% may be utilized for commercial use.

1.2.7. Commercial (Non-Urban):

1) Description - This designation is specifically intended to address larger commercial activities not addressed by the limited commercial development allowed in the Rural and Urban classifications.

2) Permitted/Prohibited Uses

(a) Commercial retail, office and service uses shall be permitted.

(b) Public land uses including schools may be permitted within this land use designation subject to staff technical review process and/or public hearing, and approval process if compatible and consistent with the land use designation and

established as a Conditional Use in the Wakulla County Land Development Code, Section 3-21, (Code dated July 23, 1985, as amended).

3) Density/Intensity Limitations

(a) Non-residential development shall be allowed at a maximum floor-area ratio (FAR) of 0.50 with connections to central water and sewer (including package plants) and 0.25 where connections to central water and sewer are not available, and shall be subject to fire flow concurrency review and approval through the Technical Review Committee determination procedures and the County Land Development Code.

4) Special Development Standards

(a) Non-residential access to principal arterial roads shall be from frontage or service roads or from side streets rather than directly from the abutting arterial or collector road.

(b) Commercial uses located along principal arterials shall be set back sufficiently to accommodate future right-of-way as identified in the Traffic Circulation Element.

(c) Non-residential development in structures over five thousand (5,000) gross square feet in area shall connect to public water service and meet fire flow concurrency pursuant to the County Land Development Code.

(d) Schools, nursing facilities and all activities used by over fifty (50) persons at one time shall have central sewer and water facilities (including package plants.)

(e) New commercial development shall be permitted only within one mile of an intersection of two (2) arterial roads or an arterial and collector roads. Non-residential land uses shall also provide a landscape and design plan at the development review stage that clearly indicates how each site will meet the land development code's open space and landscape provisions. It is the intent of this requirement to promote the use of native vegetation to the fullest extent possible.

(f) Proposed non-residential land uses shall be consistent with the FLUM and the existing and proposed character and nature of the area. Compatibility will be determined through staff technical review process and/or the public hearing process before the local planning agency and County Commission where applicable as identified in the County Land Development Code.

1.2.8. Industrial:

The County desires to further expand industrial land uses to provide a better job base and economic development potential in the County. Therefore, the County will actively pursue various mechanisms such as industrial development grants, economic development grants, and joint county/private sector land use proposals to further this goal. At the appropriate amendment intervals, the County will redesignate areas to promote this objective. The County finds that industrial or industrial/office land uses are consistent with the intent and purpose of this Plan.

1) Description - This designation reserves land for industrial activities.

2) Permitted/Prohibited Uses

ATTACHMENT 3
PAGE 1 OF 4

Sec. 5-25. - AG Agricultural District regulations.

(1) *District intent.* The provisions of this district are primarily intended to protect areas that are suitable for agricultural operations, to prevent the misuse of prime agricultural lands and to accommodate nonagricultural uses that do not conflict with or limit the primary intent of this district. This zoning district is consistent with the agricultural land use category identified in the comprehensive plan.

(2) *Special requirements.* Property zoned agricultural (AG) is not permitted to be subdivided into lots less than ten acres in size.

(3) *Principal uses.*

1. Agricultural production, crops and livestock.
2. Crop services.
3. Fishing, hunting and trapping.
4. Forestry.
5. Foster homes.
6. Landscape and horticultural services.
7. Livestock and agricultural equipment barns.
8. Mobile homes.
9. Single-family dwellings.
10. Soil preparation services.

(4) *Conditional uses.*

1. Airports and airstrips.
2. Borrow pits.
3. Cemeteries.
4. Churches.
5. Pet kennels.
6. Public and private recreation facilities.
7. Sanitary landfill.
8. Schools.
9. Veterinary clinics or hospitals.

(5) *Development standards.*

(a) *Minimum lot size.*

(1) Area: five acres.
(2) Width: 150 feet.
(3) Depth: N/A.

(b) *Minimum building setbacks.*

(1) Applicable side.
(i) Front: 50 feet.
(ii) Rear: 40 feet.
(iii) Side: 15 feet.
(iv) Side street: 20 feet.

(2) Building setbacks for residential use on platted lots (recorded or unrecorded subdivisions). Residential dwellings proposed on agriculture zoned lots may be reviewed by the zoning official for a determination of applicable setback standards. Where platted lots (recorded or unrecorded subdivisions) exist within agriculture zoning districts are proposed for residential development, the zoning official may determine that the minimum residential setbacks of front 25 feet, rear 15 feet, side eight feet, and side street 20 feet, may be applied from the property lines. In the course of review, the zoning official shall use best available information to determine compatibility and consistency with existing development trends and the character and nature of an area's uses, and other pertinent information relevant to a development permit application that is otherwise consistent with the county comprehensive plan and land development codes. An appeal of a zoning official's determination shall be pursuant to section 3-23 of this LDC.

(3) Additional setback standards when adjacent to water bodies in section 6-16 of this LDC.

(c) *Maximum building restrictions.*

(1) Coverage: N/A.
(2) Height: 35 feet.
(3) Density*: one per five acres.

***Note**—Dwelling units per acre.

(Ord. No. 85-4, 7-23-1985; Ord. No. 93-25, 11-15-1993; Ord. No. 2000-34, § 1(a), 11-20-2000)

Cross reference— Roadside stand in AG district, § 6-1(5).

ATTACHMENT 3
PAGE 2 OF 4

Sec. 5-27. - RR-1 Semi-Rural Residential District regulations.

(1) *District intent.* The provisions of this district are to establish areas where low residential densities may be maintained and to provide a transition between very low-density rural residential areas and more densely developed urban residential areas. This zoning district is compatible with the semi-rural, semi-urban and urban residential land use categories designated in the comprehensive plan.

(2) *Special requirements.* None.

(3) *Principal uses.*

1. Emergency shelter homes.
2. Family care homes.
3. Foster homes.
4. Mobile homes.
5. Single-family dwellings.

(4) *Conditional uses.*

1. Cemeteries.
2. Churches.
3. Public and private recreation facilities.
4. Schools.

(5) *Development standards.*

(a) *Minimum lot size.*

(1) Area: one acre.
(2) Width: 150 feet.
(3) Depth: N/A.

(b) *Minimum building setbacks.*

(1) Front: 25 feet.
(2) Rear: 15 feet.
(3) Side: eight feet.

(c) *Maximum building restrictions.*

(1) Coverage: N/A.
(2) Height: 35 feet.
(3) Density*: one dwelling unit per acre.

*Note—*Dwelling units per acre.*

(Ord. No. 85-4, 7-23-1985)

Sec. 5-38. - C-2 General Commercial District regulations.

(1) *District intent.* The provisions of this district are intended to provide for areas for general business uses to meet the needs of a community-wide market. The areas designated in this district are intended to abut certain principal streets, in conformance with the comprehensive plan, which have frontage adaptable to the designated uses. This district is intended to encourage concentrations of general commercial activities on contiguous parcels to be developed as a cohesive unit. Planned commercial developments are also encouraged. This zoning district is consistent with the tourist and community commercial land use categories designated in the comprehensive plan.

(2) *Special requirements.*

(a) For all uses within this district that abut a residential neighborhood, the following restrictions apply:

1. A landscape barrier shall be erected to the maximum permitted height to separate and screen the districts.
2. When abutting residential districts the abutting yard setback shall be twice the standard requirement.
3. Exterior lighting shall not be directed so that beams shine on and create a nuisance in residential areas.

(b) Single-family residential dwelling units are permitted in this district when accompanied by an on-going commercial business that complies with the requirements of this district. The intent of this provision is to accommodate the joint use of a single property by one family that resides and operates a business on a single property in separate structures. A home occupation permit is required if the business is operated from within the residential structure but not if the business is operated in a separate structure.

(3) *Principal uses.*

1. Apparel and accessory stores.
2. Auto and home supply stores.
3. Banking/financial institutions.
4. Business services.
5. Candy, nut and confectionery stores.
6. Child care centers.
7. Combinations of insurance, law real estate and loan offices.
8. Convenience stores.
9. Credit agencies.
10. Dairy product stores.
11. Dentist offices.
12. Drug and proprietary stores.
13. Eating and drinking establishments.
14. Educational services.
15. Fruit and vegetable markets.
16. Furniture, home furnishing and equipment stores.
17. General merchandise stores.
18. Grocery stores.
19. Health and allied services, not elsewhere classified, including health practitioner offices.
20. Holding and other investment offices.
21. Hotels, motels, motor lodges and tourist courts.
22. Insurance offices.
23. Legal services.
24. Liquor stores without on-premises consumption.
25. Meat and fish markets.
26. Medical and dental laboratories.
27. Membership organizations.
28. Miniwarehouses.
29. Miscellaneous food stores.
30. Miscellaneous retail stores.
31. Miscellaneous services.
32. Miscellaneous shopping goods stores.
33. Motor vehicle dealers, new and used.
34. Museums, art galleries, botanical and zoological gardens.
35. Nonstore retailers.
36. Nursing and personal care facilities.
37. Osteopathic physician offices.
38. Physician offices.
39. Organization hotels and lodginghouses on membership basis.
40. Outpatient care facilities.
41. Personal services.
42. Real estate offices.
43. Retail bakeries.
44. Security and commodity brokers, dealers, exchange and services.
45. Self-service laundries.
46. Shopping centers.

ATTACHMENT 3
PAGE 4 OF 4

47. Social services.
48. Storage garages.
49. Theaters (except drive-ins).
50. Used merchandise stores.

(4) *Conditional uses.*

1. Alcoholic beverage establishments.
2. Automotive repair services.
3. Automotive repair stations.
4. Carwashes.
5. Cemeteries.
6. Churches.
7. Hospitals.
8. Live entertainment establishments.
9. Motion picture drive-in theaters.
10. Public and private recreation facilities.
11. Schools.

(5) *Development standards.*

(a) *Minimum lot or site size.*

(1) Area: none.
(2) Width: none.
(3) Depth: none.

(b) *Minimum building setbacks.*

(1) Front: 25 feet.
(2) Rear: 25 feet.
(3) Side: 15 feet.

(c) *Maximum building restrictions.*

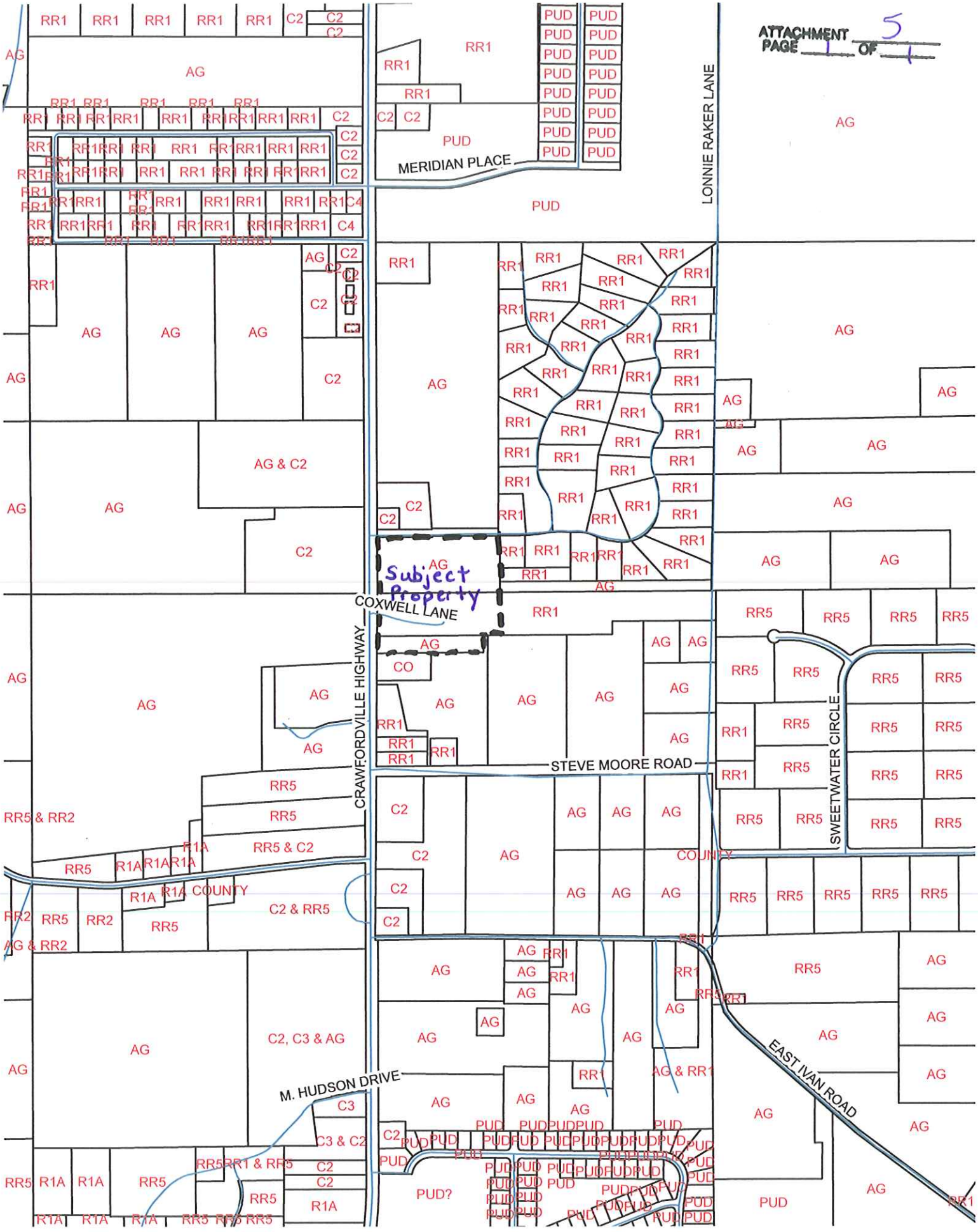
(1) Coverage: 60 percent.
(2) Height: 35 feet.
(3) Density: N/A.

(Ord. No. 85-4, 7-23-1985; Ord. No. 86-3, § 31, 4-2-1986)

ATTACHMENT
PAGE 1 OF 4 3

ATTACHMENT 4
PAGE 2 OF 3

ATTACHMENT 4
PAGE 3 OF 3


Subject Property
COXWELL LANE
CRAWFORDVILLE HIGHWAY
STEVE MOORE ROAD
SWEETWATER CIRCLE
LONNIE RAKER LANE
MERIDIAN PLACE
M. HUDSON DRIVE
EAST IVAN ROAD
COUNTY

NOTICE OF PUBLIC HEARING

The Wakulla County Planning Commission and Wakulla County Board of County Commissioners proposes to consider the following applications and/or adopt the following by ordinance and has scheduled Public Hearings before the **Wakulla County Planning Commission on Monday, May 14, 2012, beginning at 7:00 P.M. and before the Wakulla County Board of County Commissioners on Monday, June 4, 2012, beginning at 5:00 PM, or as soon thereafter as the matter can be heard.** All public hearings will be held at the County Commission Chambers located west of the County Courthouse at 29 Arran Road, Crawfordville, Florida 32327. Interested parties are invited to attend and present testimony.

AN ORDINANCE OF WAKULLA COUNTY, FLORIDA, AMENDING PORTIONS OF SECTION 5-11 OF THE WAKULLA COUNTY LAND DEVELOPMENT CODE, CONTENTS AND REVIEW OF SITE PLANS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

1. Application for Text Amendment: **TA12-02**

Applicant:	Wakulla County
Proposal:	Amend LDC Section 5-11 pertaining to content and review of site plans
Hearings Required:	**Planning Commission: Monday, May 14, 2012 @ 7:00 PM**
	Board of County Commissioners: Monday, June 4, 2012 @ 5:00 PM

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA; AMENDING AND REVISING POLICY 1.3.1 AND POLICY 1.3.6, AND ADDING POLICY 1.3.7 AND POLICY 1.3.8 OF THE INFRASTRUCTURE ELEMENT OF THE WAKULLA COUNTY COMPREHENSIVE GROWTH MANAGEMENT PLAN, AS ADOPTED BY ORDINANCE NO. 10-06, AS AMENDED; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING SEVERABILITY AND FOR FILING; AND PROVIDING AN EFFECTIVE DATE.

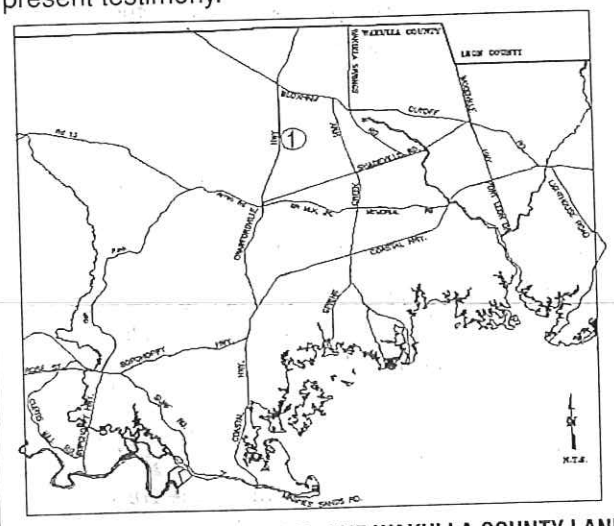
2. Application for Comprehensive Plan Text Amendment: **CP12-01**

Applicant:	Wakulla County
Proposal:	Transmittal Comprehensive Plan text amendment to Policy 1.3.1 and 1.3.6 of the Infrastructure Element
Hearings Required:	**Planning Commission: Monday, May 14, 2012 @ 7:00 PM**
	Board of County Commissioners: Monday, June 4, 2012 @ 5:00 PM

Copies of applications, draft ordinances, and any related public record files may be viewed at the County Planning Department located at 11 Bream Fountain Road, Crawfordville, FL 32327, 8 AM to 4:30 PM M/F; Phone (850) 926-3695. Any person desiring to appeal a decision of a County Board must ensure a verbatim transcript or copy is made of the testimony and exhibits presented at said hearings. Persons needing special access considerations should call the Board Office at least 48 hours before the date for scheduling purposes. The Board Office may be contacted at (850) 926-0919 or TDD 926-7962. APRIL 26, 2012

NOTICE OF PUBLIC HEARING

The Wakulla County Planning Commission and Board of County Commissioners proposes to consider the following applications and/or adopt the following by ordinance. Public Hearings are scheduled regarding the following before the **Wakulla County Planning Commission on Monday, May 14, 2012, beginning at 7:00 PM, and before the Board of County Commissioners on Monday, June 4, 2012, beginning at 5:00 PM and Monday, July 16, 2012, beginning at 5:00 PM, unless otherwise noted below or as time permits.** All public hearings are held at the County Commission Chambers located west of the County Courthouse at 29 Arran Road, Crawfordville, Florida 32327. Interested parties are invited to attend and present testimony.



AN ORDINANCE AMENDING THE WAKULLA COUNTY LAND DEVELOPMENT CODE, ORDINANCE NO. 85-4, AS AMENDED; CHANGING THE ZONING DISTRICT CLASSIFICATION AND OFFICIAL ZONING ATLAS FROM AG AND RR-1 TO C-2 FOR PROPERTY DESCRIBED AS ATTACHED EXHIBIT "A" TO THE ORDINANCE; REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

1. Application for Change of Zoning: **R12-03**

Applicant:	Kenneth B. and Elizabeth J. Smith
Agent:	Robert Roddenberry
Proposal:	rezone to general commercial
Tax ID Number:	08-3s-01w-000-04335-002, Part of 17-3s-01w-000-04432-000, and 17-3s-01w-000-04433-005
Existing FLU Map:	Commercial (FLUE Policy 1.2.7)
Existing Zoning:	AG and RR1(Sections 5-25 and 27 , LDC)
Proposed Zoning:	C-2 (Section 5-38, LDC)
FEMA Flood Info:	"A and C" zones on Panel 0250-B
Parcel Size:	18.93+/- acres
Location:	southeast side of intersection of Crawfordville Highway and Whitlock Way
Hearings Required:	**Planning Commission: Monday, May 14, 2012, 7:00 PM**
	Board of County Commissioners: Monday, June 4, 2012, 5:00 PM
	Board of County Commissioners: Monday, July 16, 2012, 5:00 PM

Copies of applications, draft ordinances, and any related public record files may be viewed at the County Planning Department located at 11 Bream Fountain Road, Crawfordville, FL 32327, 8 AM to 4:30 PM M/F; Phone (850) 926-3695. Any person desiring to appeal a decision of a County Board must ensure a verbatim transcript or copy is made of the testimony and exhibits presented at said hearings. Persons needing special access considerations should call the Board Office at least 48 hours before the date for scheduling purposes. The Board Office may be contacted at (850) 926-0919 or TDD 926-7962. APRIL 26, 2012

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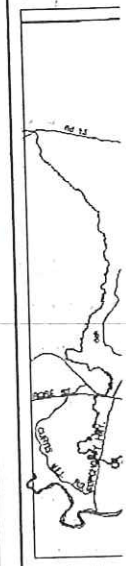

1. Applica
Applicant:
Proposal:
Tax ID Numb
Existing FLU
Existing Zon
Proposed Zo
FEMA Flood
Parcel Size:
Location:
Hearings R
Bo
Bo

2. Applica
Applicant:
Proposal:
Tax ID Num
Existing FL
Existing Zo
Proposed Z
FEMA Floo
Parcel Size
Location:
Hearings F

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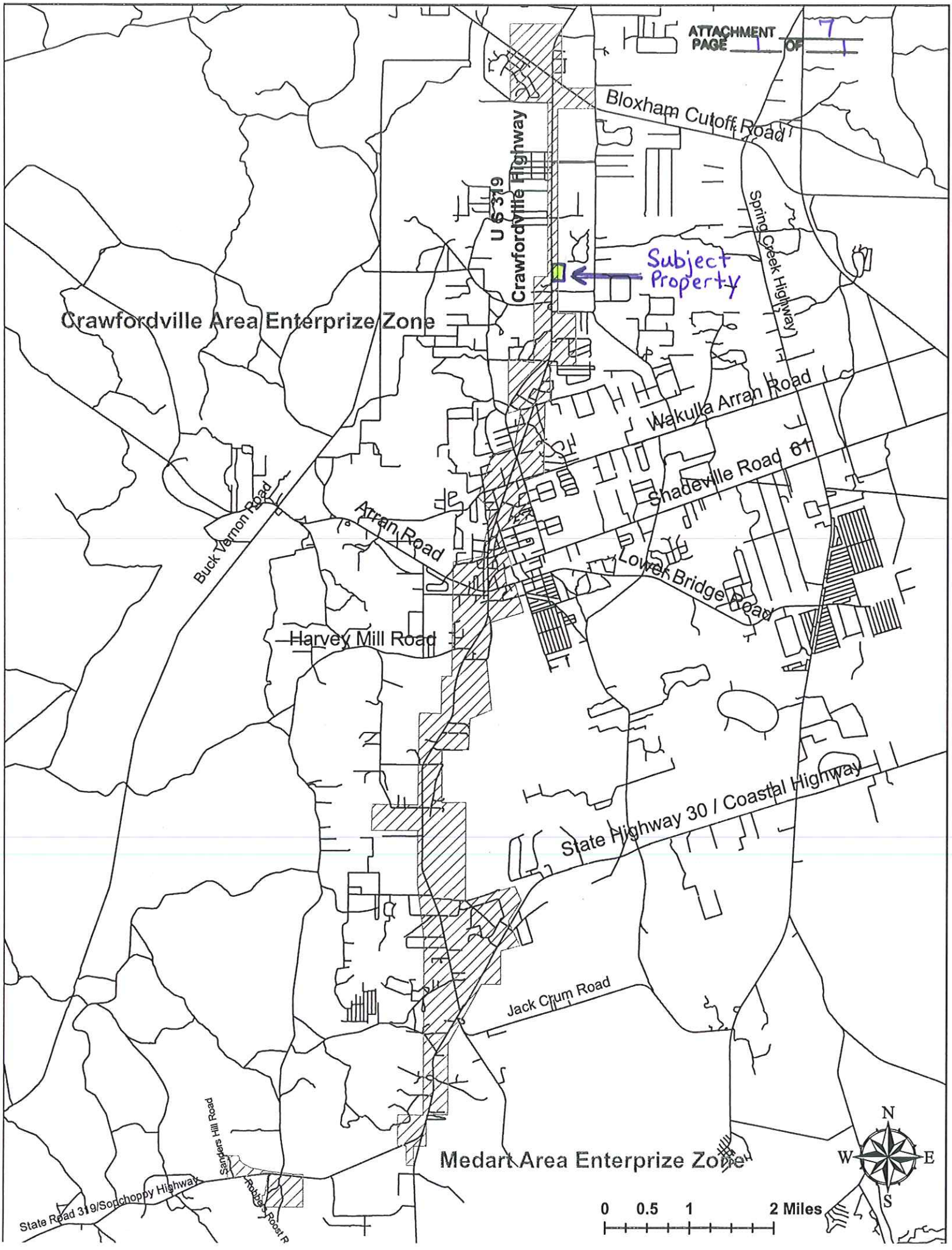
Board Offic


Bloxham Cutoff Road
U 6319
Crawfordville Highway
Spring Creek Highway
Subject Property
Crawfordville Area Enterprize Zone
Wakulla Arran Road
Shadeville Road
61
Buck Vernon Road
Arran Road
Lower Bridge Road
Harvey Mill Road
State Highway 30 / Coastal Highway
Jack Crum Road
Sanders Hill Road
State Road 319/Sopchoppy Highway
Medart Area Enterprize Zone
N
W
E
S
0 0.5 1 2 Miles

WAKULLA COUNTY ZONING ORDINANCE
NUMBER: 2012-___

AN ORDINANCE AMENDING THE WAKULLA COUNTY LAND DEVELOPMENT CODE, ORDINANCE NO. 85-4, AS AMENDED; CHANGING THE ZONING DISTRICT CLASSIFICATION AND OFFICIAL ZONING ATLAS FROM AG AND RR-1 TO C-2 FOR PROPERTY DESCRIBED AS ATTACHED EXHIBIT "A" TO THE ORDINANCE; REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA:

SECTION 1: This Ordinance shall be referred to as to Rezoning R12-03 which changes the zoning classification of a certain parcel of real property owned by Kenneth B. and Elizabeth J. Smith, Property ID Numbers 08-3s-01w-000-04335-002, 17-3s-01w-000-04433-005, and Part of 17-3s-01w-000-04432-000, more particularly depicted on Exhibit "A" attached hereto.

SECTION 2: The Official Zoning Atlas, as adopted in Section Two of Ordinance Number 85-4, in conjunction with Chapter Five of the Wakulla County Land Development Code, is hereby amended or revised, in whole or in part, to change that certain parcel of property situated in Wakulla County from AG and RR-1 to C-2. Said property more particularly depicted as Exhibit "A", attached hereto.

SECTION 3: Should any portion of this Ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then the part so held shall be severed from this Ordinance and the remainder shall remain in full force and effect. All Ordinances or parts of Ordinances in conflict herewith shall be hereby repealed or changed to be consistent therein.

EXHIBIT "A"

COMMENCE AT A NAIL AND CAP MARKING THE SOUTHWEST CORNER OF SECTION 8, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WAKULLA COUNTY, FLORIDA; THENCE NORTH 89 DEGREES 02 MINUTES 53 SECONDS EAST ALONG THE SOUTHERLY BOUNDARY LINE OF SAID SECTION 8 FOR A DISTANCE OF 50.06 FEET TO A CONCRETE MONUMENT LYING ON THE EASTERLY RIGHT OF WAY LINE OF U.S. HIGHWAY NUMBER 319, COMMONLY KNOWN AS CRAWFORDVILLE HIGHWAY, SAID POINT BEING THE POINT OF BEGINNING; THENCE FROM SAID POINT OF BEGINNING AND SAID SOUTHERLY BOUNDARY LINE RUN ALONG SAID EASTERLY RIGHT OF WAY LINE NORTH 00 DEGREES 02 MINUTES 45 SECONDS WEST 431.29 FEET TO A CONCRETE MONUMENT MARKING THE INTERSECTION OF SAID EASTERLY RIGHT OF WAY LINE WITH THE SOUTHERLY RIGHT OF WAY LINE OF WHITLOCK WAY; THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE RUN ALONG SAID SOUTHERLY RIGHT OF WAY LINE AS FOLLOWS: SOUTH 89 DEGREES 59 MINUTES 09 SECONDS EAST 428.85 FEET TO A CONCRETE MONUMENT; THENCE NORTH 02 DEGREES 43 MINUTES 52 SECONDS WEST 7.53 FEET TO A CONCRETE MONUMENT; THENCE NORTH 89 DEGREES 48 MINUTES 05 SECONDS EAST 529.21 FEET; THENCE LEAVING SAID SOUTHERLY RIGHT OF WAY LINE RUN SOUTH 00 DEGREES 00 MINUTES 00 SECONDS WEST 761.79 FEET; THENCE SOUTH 89 DEGREES 28 MINUTES 18 SECONDS WEST 130.94 FEET TO A CONCRETE MONUMENT; THENCE SOUTH 00 DEGREES 06 MINUTES 12 SECONDS EAST 131.18 FEET TO A CONCRETE MONUMENT; THENCE NORTH 88 DEGREES 20 MINUTES 41 SECONDS WEST 827.49 FEET TO A CONCRETE MONUMENT LYING ON THE EASTERLY RIGHT OF WAY LINE OF SAID CRAWFORDVILLE HIGHWAY; THENCE RUN ALONG SAID EASTERLY RIGHT OF WAY LINE AS FOLLOWS: NORTH 00 DEGREES 01 MINUTES 42 SECONDS WEST 100.03 FEET TO A CONCRETE MONUMENT; THENCE NORTH 00 DEGREES 05 MINUTES 37 SECONDS EAST 329.70 FEET TO THE POINT OF BEGINNING.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 14, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Padraic Juarez, Mosquito Control Director
Subject:	Request Board Approval to Accept the DACS Mosquito Control Grant and Approve the County Match of $18,500.00 as Proposed in the Budget

Statement of Issue:
This agenda item requests Board approval of The Department of Agriculture and Consumer Services Grant funds and authorization for the Chairman to execute the grant documents.

Background:
Each year the Department of Agriculture and Consumer Services (DACS) requires these same documents be submitted in order for our county to receive funding for our Mosquito Control program. This funding is in the form of a matching grant. In previous budget years the County gave higher contribution amounts, but in current years they have chosen to only match the amount given by DACS. The enclosed documents are our draft expenditure budget for Mosquito Control program, the chemical inventory list, our revised final budget, and other documents for the grant.

Analysis:
By signing these documents the Board is agreeing to accept the funding given by DACS. If the Board changes their mind before October to not accept the funding, there is no penalty.

The DACS grant is a match grant. Historically, the County's match is one for one. Last year the DACS grant was for $18,396.11 and the County matched that amount. This year's grant is for $18,500.00. The Health Department is requesting in the detail work plan budget (Attachment #1) the match funds in order to maintain adequate program funding.

These funds pay for staff salaries, repairs and maintenance of the equipment, and operating supplies such as fuel and pesticides (Attachment #1). The grant documents require approval from the County in order to receive funding.

Budgetary Impact:
The costs to the County would be the amount of funding they are willing to budget. Last year the amount budgeted for Mosquito Control from county funds was $18,396.11. If you choose not to accept the grant funding or to match the funding by DACS, you will lose the grant.

Options:
1. Approve to accept the DACS Mosquito Control Grant funds of $18,500.00 and approve the $18,500.00 County match as proposed in the draft budget.
2. Do No Approve to accept the DACS Mosquito Control Grant funds of $18,500.00 and do not approve the $18,500.00 County match as proposed in the draft budget.
3. Board direction.

Recommendation:
Option #1

Attachment(s):
1. Detail Work Plan Budget
2. Chemical Inventory Report
3. Operation Work Plan Narrative
4. Annual Certified Local Budget
5. Annual Certified State Budget

Florida Department of Agriculture & Consumer Services
Division of Agricultural Environmental Services
Bureau of Entomology and Pest Control

ADAM H. PUTNAM
COMMISSIONER

DETAILED WORK PLAN BUDGET

Recommend For Approval:_____
DATE:
Approved By:_____
Bureau of Entomology and Pest Control
DATE:_____

FOR FISCAL YEAR BEGINNING: OCTOBER 1, 2012
ENDING: SEPTEMBER 30, 2013
COUNTY : Wakulla
AUTHORITY: Chapter 388.341 F.S.

Prepared By:____Padraic Juarez
DATE:____7/1/2012_____
Approved:_____
Chairman, Board of County Commissioners
DATE:_____

Page 1 of 3

			TO BE PAID FROM			PROGRAM ELEMENTS					
Account	**TITLE**	**Period or Quantity**	**Rate or Unit**	**Total Cost**	**Local**	**State**	**General**	**Capital**			
10 Personal Services											
12	Director	12 mon	salary	0.00	0.00	0.00					
12	McDonald, Clerk	12 mon	26366	26366	15,819.60	10,546.40					
12	Srayers, OPS	6mon	2246	2246	1,347.60	898.40					
12	Srayers, OPS	6 mon	0	0	0.00	0.00					
12	Srayers, OPS	6 mon	0	0	0.00	0.00					
12	Juarez, Director	12 mon	0	0	0.00	0.00					
	(List all Employees)			0.00	0.00	0.00					
20 Personal Benefits											
21	FICA Taxes		11726	11,726.00	11,726.00	0.00					
22	Retirement Contributions			0.00	0.00	0.00					
23	Life and Health Insurance			0.00	0.00	0.00					
24	Worker's Compensation			0.00	0.00	0.00					
25	Unemployment Compensation			0.00	0.00	0.00					
30 Operating Expenses											
31 Personal Services											
31.1	Tax Assessor (Property Appraiser) Fees			0.00	0.00	0.00					
31.2	Tax Collector Fees			0.00	0.00	0.00					
31.3	Legal and Engineering Services			0.00	0.00	0.00					
31.4	Medical Services			0.00	0.00	0.00					
32	Accounting Auditing			0.00	0.00	0.00					
33	Court Reporter Services			0.00	0.00	0.00					
34	Other Contractual Services			0.00	0.00	0.00					
36	Pension Benefits			0.00	0.00	0.00					
40 Travel and Per Diem											
40.1	Per Diem or Meals	0	0	0.00	0.00	0.00					
40.2	Incidental Trave Expenses	0	0	0.00	0.00	0.00					
40.3	Reimbursement for use of personal vehicles			0.00	0.00	0.00					
Subtotals Carried Forward				40,338.00	28,893.20	11,444.80	0.00	0.00			

DACS Form 13623 (rev. 5/03)

State of Florida Department of Agriculture and Consumer Services

Division of Agricultural Environmental Services Bureau of Entomology and Pest Control

(850) 922-7011/SunCom 292-7011 FAX (850) 413-7044

MOSQUITO CONTROL CHEMICAL INVENTORY REPORT

Chapter 388.341 F.S.

COUNTY OR DISTRICT: **Wakulla** **MONTH:** **October** **FISCAL YEAR:** **2012-13**

CHEMICAL ADULTICIDE * Show Chemical NAME * % of Active Ingredient (a.i.) * EPA Number	**BEGINNING QUANTITY TOTAL INVENTORY Gallon**	**TOTAL QUANTITY USED Gallon**	**TOTAL QUANTITY ADDED/PURCHASED Gallon**	**ENDING TOTAL QUANTITY Gallons**
All Pro Envion 30-30	**0.00**	**0.00**	**30.00**	**30.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
CHEMICAL LARVICIDE * Show Chemical NAME * % of Active Ingredient (a.i.) * EPA Number	**BEGINNING QUANTITY TOTAL INVENTORY Gallon**	**TOTAL QUANTITY USED Gal/Lb/Brq**	**TOTAL QUANTITY ADDED/PURCHASED Gal/Lb/Brq**	**ENDING TOTAL QUANTITY Gal/Lb/Brq**
Altosid XR 150 day Briq: Methoprene 1.8%	**386.00**	**0.00**	**0.00**	**386.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**
	0.00	**0.00**	**0.00**	**0.00**

DACS Form 13664, 5/03

Director Signature **Date**

Florida Department of Agriculture & Consumer Services
Division of Agricultural Environmental Service

OPERATIONAL WORK PLAN FOR MOSQUITO CONTROL
FISCAL YEAR 2012/2013__.

Chapter 388.341, F.S and 13.027 F.A.C
Telephone: (850) 922-7011; SunCom 292-7011; Fax (850) 413-7044

I. COUNTY OR DISTRICT Wakulla

II. CHEMICAL

ADULTICIDES Please Reference Enclosed Chemical Data Sheet B e Sure To List % of Active Ingredient	Ground Dispersal: ULV	Ground Dispersal: THERM	Ground Dispersal: OTHER	Aerial Dispersal: ULV	Aerial Dispersal: THERM	Aerial Dispersal: OTHER	PROJECTED PURCHASE (GALLONS)
Envion: Pemethrin 20%	X						30

METHOD OF DISPERSAL

LARVICIDES Please Reference Enclosed Chemical Data Sheet Be Sure to List %% Of Active Ingredient	Ground Dispersal: LIQUID	Ground Dispersal: SAND	Ground Dispersal: SOLID	Aerial Dispersal: LIQUID	Aerial Dispersal: SAND	PROJECTED PURCHASE GALLONS/POUNDS/UNITS
Altosid XR 150 day Briq: Methoprene 1.8%			X			
AQB Aquabac XT 100%			X			

Florida Department of Agriculture & Consumer Services
Division of Agricultural Environmental Service

OPERATIONAL WORK PLAN FOR MOSQUITO CONTROL
FISCAL YEAR 2012/2013__.

Chapter 388.341, F.S and 13.027 F.A.C
Telephone: (850) 922-7011; SunCom 292-7011; Fax (850) 413-7044

BIOLOGICAL CONTROL

	NUMBER OF RELEASE SITES	TOTAL # RELEASES	AVERAGE # PER RELEASE
FISH PLACEMENT	**0**		
OTHER PREDATORS			

III. DESCRIPTION OF PROGRAM ELEMENTS

SURVEILLANCE

NUMBER OF CITIZEN COMPLAINTS PER YEAR (ESTIMATED)	Estimate 10000 thru October

BASIC METHODS USED FOR MOSQUITO POPULATION MEASUREMENT	NUMBER OF SITE SAMPLES	NUMBER OF COLLECTIONS	TOTAL NUMBER OF TRAPS USED	NUMBER IN ORDER OF FREQUENCY
NEW JERSEY LIGHT TRAP	18	18	8	?
CDC LIGHT TRAP				
TRUCK TRAPS				
LANDING RATE	Each site			Nightly
OTHER (SPECIFY)				

SPECIAL SURVEYS	NUMBER OF SITE SAMPLES	NUMBER OF COLLECTIONS	TOTAL NUMBER OF TRAPS USED	NUMBER IN ORDER OF FREQUENCY

MOSQUITO IDENTIFICATION

NUMBER OF EMPLOYEES COMPLETING ID CLASS	0
NUMBER OF MICROSCOPES	0
ROUTINE LOCAL ID PROGRAM	**YES_____ NO__X___**
COMPUTERS USED IN ANALYSIS	no
OTHER MEANS (SPECIFY)	

ADDITIONAL EFFORTS

SOURCE REDUCTION PROGRAM

PROJECTS NEEDING MAINTENANCE THIS FISCAL YEAR

PROJECT NUMBER/NAME	DESCRIPTION OF WORK

PUBLIC RELATIONS/EDUCATIONAL PROGRAMS

Creation of a pamphlet educating the public on how to reduce mosquitoes. Advertising in the local papers.
Magnetic flyers with prevention measures listed and the contact phone number.
Inclusion of pamphlets into county billing of water programs

BIOLOGICAL CONTROL

	NUMBER OF RELEASE SITES	TOTAL # RELEASES	AVERAGE # PER RELEASE
FISH PLACEMENT	**0**		

OTHER PREDATORS			

III. DESCRIPTION OF PROGRAM ELEMENTS

SURVEILLANCE

NUMBER OF CITIZEN COMPLAINTS PER YEAR (ESTIMATED)	**Estimate 10000 thru October**

BASIC METHODS USED FOR MOSQUITO POPULATION MEASUREMENT	**NUMBER OF SITE SAMPLES**	**NUMBER OF COLLECTIONS**	**TOTAL NUMBER OF TRAPS USED**	**NUMBER IN ORDER OF FREQUENCY**
NEW JERSEY LIGHT TRAP	18	18	8	?
CDC LIGHT TRAP				
TRUCK TRAPS				
LANDING RATE	Each site			Nightly
OTHER (SPECIFY)				

SPECIAL SURVEYS	**NUMBER OF SITE SAMPLES**	**NUMBER OF COLLECTIONS**	**TOTAL NUMBER OF TRAPS USED**	**NUMBER IN ORDER OF FREQUENCY**

MOSQUITO IDENTIFICATION

NUMBER OF EMPLOYEES COMPLETING ID CLASS	0
NUMBER OF MICROSCOPES	0
ROUTINE LOCAL ID PROGRAM	**YES**_____ **NO**__**X**___
COMPUTERS USED IN ANALYSIS	no
OTHER MEANS (SPECIFY)	

ADDITIONAL EFFORTS

SOURCE REDUCTION PROGRAM

PROJECTS NEEDING MAINTENANCE THIS FISCAL YEAR

PROJECT NUMBER/NAME	DESCRIPTION OF WORK

PUBLIC RELATIONS/EDUCATIONAL PROGRAMS

Creation of a pamphlet educating the public on how to reduce mosquitoes. Advertising in the local papers.

Magnetic flyers with prevention measures listed and the contact phone number.

Inclusion of pamphlets into county billing of water programs

INVENTORY OF EQUIPMENT
(Trucks, Aircraft, Boats, Spray Equip Etc.)

YEAR	MAKE	MODEL	TON	USED FOR	VEHICLE/ASSSET NUMBER
2004	Dodge	Dakota	¼	Spraying	1
1996	Chevy	S10	¼	Spraying	2
2003	Chevy	S10	¼	Spraying	3
2006	Ford	F-150	¼	Public outreach and laravcide	4

Adam H. Putnam

STATE OF FLORIDA
Department of Agriculture and Consumer Services
Division of Agricultural Environmental Service
Section 388, F.S., Rule 5E-13.027, F.A.C.
(850) 922-7011/SunCom 292-7011. Fax (850) 413-7044

Bureau of Entomology and Pest Control
1203 Governors Square Boulevard
Suite 300
Tallahassee, Florida 32301

ARTHROPOD CONTROL BUDGET AMENDMENT

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

Amendment No. _____ **Fiscal Year:** **2012-2013** **Date:** _____

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

The Board of Commissioners for **Wakulla** District hereby submits to the Department of Agriculture and Consumer Services, Bureau of Entomology and Pest Control, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

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

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
$ 78,500.00	$ 98,500.00	$ 78,500.00	$ -	$ -	$ 177,000.00

NAME SOURCE OF INCREASE: **(Explain Decrease)**

BUDGETED RECEIPTS

Acct #	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	$ 18,500.00	$ -	$ -	$ 18,500.00
334.1	State Grant	$ -	$ -	$ -	$ -
362	Equipment Rentals	$ -	$ -	$ -	$ -
337	Grants and Donations	$ -	$ -	$ -	$ -
361	Interest Earnings	$ -	$ -	$ -	$ -
364	Equipment and/or Other Sales	$ -	$ -	$ -	$ -
369	Misc/Refunds (prior yr expenditures)	$ -	$ -	$ -	$ -
380	Other Sources	$ -	$ -	$ -	$ -
389	Loans	$ -	$ -	$ -	$ -
TOTAL RECEIPTS		$ 18,500.00	$ -	$ -	$ 18,500.00
Beginning Fund Balance		$ 60,000.00	$ -	$ -	$ 60,000.00
Total Budgetary Receipts & Balances		$ 78,500.00	$ -	$ -	$ 78,500.00

BUDGETED EXPENDITURES Total

Acct #	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	$ 17,167.20	$ -	$ -	$ 17,167.20
20	Per Serv Benefits	$ 4,670.80	$ -	$ -	$ 4,670.80
30	Operating Expense	$ -	$ -	$ -	$ -
40	Travel & Per Diem	$ -	$ -	$ -	$ -
41	Communication Serv	$ -	$ -	$ -	$ -
42	Freight Services	$ -	$ -	$ -	$ -
43	Utility Service	$ -	$ -	$ -	$ -
44	Rentals & Leases	$ -	$ -	$ -	$ -
45	Insurance	$ -	$ -	$ -	$ -
46	Repairs & Maint	$ 600.00	$ -	$ -	$ 600.00
47	Printing and Binding	$ -	$ -	$ -	$ -
48	Promotional Activities	$ 500.00	$ -	$ -	$ 500.00
49	Other Charges	$ -	$ -	$ -	$ -
51	Office Supplies	$ -	$ -	$ -	$ -
52.1	Gasoline/Oil/Lube	$ -	$ -	$ -	$ -
52.2	Chemicals	$ 12,000.00	$ -	$ -	$ 12,000.00
52.3	Protective Clothing	$ -	$ -	$ -	$ -
52.4	Misc. Supplies	$ -	$ -	$ -	$ -
52.5	Tools & Implements	$ -	$ -	$ -	$ -
54	Publications & Dues	$ -	$ -	$ -	$ -
55	Training	$ -	$ -	$ -	$ -
60	Capital Outlay	$ 23,562.00	$ -	$ -	$ 23,562.00
71	Principal	$ -	$ -	$ -	$ -
72	Interest	$ -	$ -	$ -	$ -
81	Aids to Government Agencies	$ -	$ -	$ -	$ -
83	Other Grants and Aids	$ -	$ -	$ -	$ -
89	Contingency (Current Year)	$ 20,000.00	$ -	$ -	$ 20,000.00
99	Payment of Prior Year Accounts	$ -	$ -	$ -	$ -
TOTAL BUDGET AND CHANGES		$ 78,500.00	$ -	$ -	$ 78,500.00
0.001	Reserves - Future Capital Outlay	$ 20,000.00	$ -	$ -	$ 20,000.00
0.002	Reserves - Self-Insurance	$ -	$ -	$ -	$ -
0.003	Reserves - Cash Balance to be Carried Forward	$ 78,500.00	$ -	$ -	$ 78,500.00
0.004	Reserves - Sick and Annual Leave Trans Out	$ -	$ -	$ -	$ -
TOTAL RESERVES		$ 98,500.00	$ -	$ -	$ 98,500.00
TOTAL BUDGETARY EXPENDITURES & BALANCES		$ 177,000.00	$ -	$ -	$ 177,000.00
TOTAL FUTURE ENDING FUND BALANCE		$ (98,500.00)	$ -	$ -	$ (98,500.00)

APPROVED:_____ **DATE:** _____

Chairman of the Board, or Clerk of Circuit Court

APPROVED:_____ **DATE**_____

Bureau of Entomology and Pest Control

DACS Form 13613, Rev 9/03

CHARLES H. BRONSON

STATE OF FLORIDA
Department of Agriculture and Consumer Services
Division of Agricultural Environmental Service
(850) 922-7011/SunCom 292-7011. Fax (850) 413-7044

Bureau of Entomology and Pest Control
1203 Governors Square Boulevard
Suite 300
Tallahassee, Florida 32301

Section 388.341 F.S., Rule 5E-13.027, F.A.C.

MOSQUITO CONTROL MONTHLY REPORT

MONTH SEPTEMBER

Wakulla **County Mosquito Control District** **FISCAL YEAR OCTOBER 1, 2012 - SEPTEMBER 30, 2013**

STATE FUNDS RECEIPTS AND BALANCES

Acct #	Description	Budgeted Receipts	Monthly Receipts	Receipts Year-To-Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	$ -	$ -	$ -	$ -
334.1	State Grant	$ 18,500.00	$ -	$ -	$ 18,500.00
362	Equipment Rentals	$ -	$ -	$ -	$ -
337	Grants and Donations	$ -	$ -	$ -	$ -
361	Interest Earnings	$ -	$ -	$ -	$ -
364	Equipment and/or Other Sales	$ -	$ -	$ -	$ -
369	Misc/Refunds (prior yr expenditures)	$ -	$ -	$ -	$ -
380	Other Sources	$ -	$ -	$ -	$ -
389	Loans	$ -	$ -	$ -	$ -
TOTAL RECEIPTS		$ 18,500.00	$ -	$ -	$ 18,500.00
Beginning Fund Balance		$ -	$ -	$ -	$ -
Total Receipts & Balance		$ 18,500.00	$ -	$ -	$ 18,500.00

STATE FUNDS RECEIPTS AND BALANCES

Acct #	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year-to-Date	Unexpended (Over Expended)
10	Personal Services	$ 11,444.80	$ 1,510.00	$ 18,120.00	$ (6,675.20)
20	Per Serv Benefits	$ 7,055.20	$ -	$ -	$ 7,055.20
30	Operating Expense	$ -	$ -	$ -	$ -
40	Travel & Per Diem	$ -	$ -	$ -	$ -
41	Communication Serv	$ -	$ -	$ -	$ -
42	Freight Services	$ -	$ -	$ -	$ -
43	Utility Service	$ -	$ -	$ -	$ -
44	Rentals & Leases	$ -	$ -	$ -	$ -
45	Insurance	$ -	$ -	$ -	$ -
46	Repairs & Maint	$ -	$ -	$ -	$ -
47	Printing and Binding	$ -	$ -	$ -	$ -
48	Promotional Activities	$ -	$ -	$ -	$ -
49	Other Charges	$ -	$ -	$ -	$ -
51	Office Supplies	$ -	$ -	$ -	$ -
52.1	Gasoline/Oil/Lube	$ -	$ -	$ -	$ -
52.2	Chemicals	$ -	$ -	$ -	$ -
52.3	Protective Clothing	$ -	$ -	$ -	$ -
52.4	Misc. Supplies	$ -	$ -	$ -	$ -
52.5	Tools & Implements	$ -	$ -	$ -	$ -
54	Publications & Dues	$ -	$ -	$ -	$ -
55	Training	$ -	$ -	$ -	$ -
60	Capital Outlay	$ -	$ -	$ -	$ -
71	Principal	$ -	$ -	$ -	$ -
72	Interest	$ -	$ -	$ -	$ -
81	Aids to Government Agencies	$ -	$ -	$ -	$ -
83	Other Grants and Aids	$ -	$ -	$ -	$ -
89	Contingency (Current Year)	$ -	$ -	$ -	$ -
99	Payment of Prior Year Accounts	$ -	$ -	$ -	$ -
	TOTAL EXPENDITURES	$ 18,500.00	$ 1,510.00	$ 18,120.00	$ 380.00
0.001	Reserves - Future Capital Outlay	$ -			$ -
0.002	Reserves - Self-Insurance	$ -			$ -
0.003	Reserves -Cash Bal to be Carried Forwd	$ -			$ -
0.004	Reserves - Sick and Annual Leave	$ -			$ -
	TOTAL RESERVES	$ -	$ -	$ -	$ -
	TOTAL BUDGETARY EXPENDITURES & BAL	$ 18,500.00	$ 1,510.00	$ 18,120.00	$ 380.00
	TOTAL FUTURE ENDING FUND BALANCE	$ -	$ (1,510.00)	$ (18,120.00)	$ 18,120.00

The monthly report of receipts, expenditures, and balances is true and correct.

SIGNATURE:_____

DACS Form 13650, 6/03

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 24, 2012
To:	Honorable Chairman and Members of the Board
From:	David Edwards, County Administrator Michael Morgan, Fire Chief
Subject:	Request Board Approval to Donate Surplus Fire Apparatus to Tallahassee Chapter of Guardians of the Ribbon Organization, Inc.

Statement of Issue

This agenda item requests Board approval to donate surplus fire apparatus to Tallahassee Chapter of Guardians of the Ribbon Organization, Inc..

Background

The City of Tallahassee sold several pieces of fire apparatus to the City of St. Marks's in the mid 1990s. Wakulla County obtained the two trucks listed in the attached material during the merge of the volunteer departments into the current Fire M.S.B.U. and subsequent transfer of the ownership of the apparatus (Attachment #1). It is no longer financially feasible to use these outdated trucks as fire apparatus.

These fire trucks served the citizens of Wakulla for many years. The units have been replaced with newer trucks to serve Wakulla County Fire Rescue as we protect the citizens of our County. The two referenced trucks were taken out of service two years ago. Due to their age and condition it is not possible to continue their use as fire apparatus. Both trucks are over forty years old. Wakulla County could be open to liability if we kept them in service or transferred them for use as fire apparatus to another fire department. As an aerial apparatus the Snorkel apparatus must be tested annually and this unit was not able to pass that testing procedure three years ago. They are not reliable to be used for any fire department emergency response.

Analysis:

An organization of firefighters has banded together to form an organization for cancer awareness. Cancer is one of the leading causes of death for firefighters. Recent studies have indicated that firefighters are diagnosed with cancer at a higher percentage than any other segment of the population. The Guardian of the Ribbons Organization, Inc (Attachment #2) has started a local chapter based in Tallahassee. One of the members of that organization owns a business based in Wakulla County. This organization is a 501-C nonprofit corporation. This fast

growing organization is known for sponsoring the annual "Pink Tour". Fire apparatus are actually painted pink and tour the country including Florida.
Fire departments across the nation participate by wearing pink T Shirts during designated times and protective gear manufacturers have even donated specially made pink turnout gear for wear during the events.

Staff is requesting approval per the County Purchasing Policy; Section 13.2 to donate two fire apparatus to the Guardians of the Ribbon Organization, Inc. Staff feels that this donation would help all firefighters and make Wakulla County part of this worthy effort. While directed toward firefighters the program is designed to make all segments of the population more aware of the dangers of cancer.

Budget Impact:
If the Board approves the donation of the surplus trucks, there would not be any impact on the budget. The only value of the units is that of salvage for the metal and parts of they were to be sold.

Options
1. Request Board Approval to Donate Surplus Fire Apparatus to Tallahassee Chapter of Guardians of the Ribbon
2. Declare the units salvage and sell them through normal auction procedures.
3. Board Direction.

Recommendation
1. Option #1

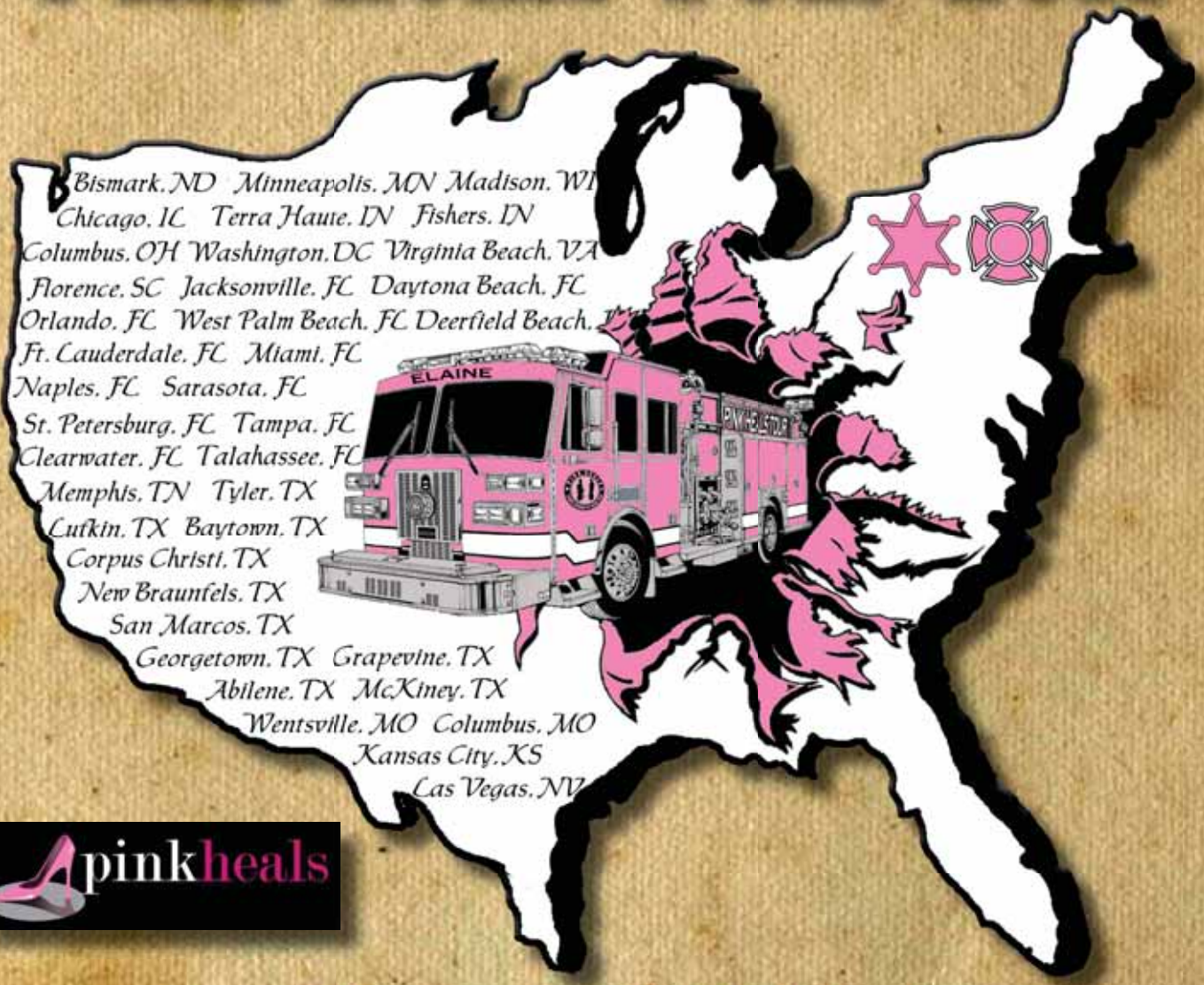
Attachment:
1. Description of two fire apparatus no longer used by Wakulla County Fire rescue.
2. Media Guide for The Guardian of the Ribbons Organization, Inc

Two Surplus Fire Apparatus

Pumper 6- tag# VOLFIRE 9173- Darley

Snorkel Tag # VOL FIRE 8672 1973 Mack Pierce ID # 12848

Pink Heals Tour 2011



pinkheals

Supporting Women, Raising Awareness

www.pinkfiretrucks.org - info@pinkfiretrucks.org

PINK HEALS

Guardians of the Ribbon, INC.

A Not for Profit organization

Mission Statement

Our “Cares Enough to Wear Pink” campaign is the fastest growing movement in the country! We selflessly put our women first in the battle against cancer, at the very least we wear her color to let her know we CARE! We bring Love and Hope to communities around the country in the form of Pink Fire Trucks and ask all of us to join forces in celebrating the most important people in our lives, women!

About Us

Guardians of The Ribbon, dressed in pink fire suits, will drive pink fire trucks across the country every year to spread our awareness campaign supporting all women in their fight against cancer. The Guardians bring the pink fire trucks across the Country to help raise money and awareness for the non-profit entities that help women in their City and State. We wear her color to let her know she will always be first in the battle for life. As Guardians of The Ribbon, are goal is to spread the “Cares Enough to Wear Pink” campaign until all are in pink shirts. Why? Pink Heals!

As fire fighters and police officers, we wear a blue shirt 365 days a year. Our mission is to lose the blue and don the pink in honor of women for 3 days in October. We have designated these three days each year, October 25th, 26th and 27th, for “The Cares Enough to Wear Pink” campaign. Women represent a large percentage of the population, and what an impact it will have for all women to see the support in pink. We hope that our Fire and Police Chiefs and other leaders of this Country see the color pink, not just as a benefit for breast cancer, but as a way to support all women in their fight against all cancers.

www.pinkfiretrucks.org

CLICK ON THE LINKS BELOW TO SEE OUR VIDEOS
http://www.youtube.com/watch?v=hIvavjpyTrY
http://www.youtube.com/watch?v=uv3CxyHvIF8
www.pinkfiretrucks.org - info@pinkfiretrucks.org
PINK HEALS

Pink Heals

Lifting her spirits!

Supporting Women - Creating Awareness

The **Pink Heals Tour** will make another journey across the Country visiting Cities spreading the Cares Enough to Wear Pink Campaign.

The Guardians will drive pink fire engines dressed in pink fire gear to honor and support all women healthy and the ones in the fight for their lives. The Guardians wear pink to honor all women and ask everyone else to do the same on October 25th, 26th & 27th. If the World was in **Pink** for three days, it would **lift her spirits**, it would show the World that we are tired of the suffering due to this terrible disease.

As the Guardians drove across the Country on the last tour, many women approached them who did not have breast cancer, but had some other type of cancer. These women also wanted support and because of this, the Guardians have changed to the **Pink Heals Tour**.

The pink fire engines are free; they bring love and hope for the women in each city who desperately need support. We ask organizations like the Police and Fire Departments in each City to set the example by wearing **Pink**. We also ask the local Politicians and teachers along with the citizens of each community to join the efforts. It is a show of support for the women of this Country and in doing so will create a **Pink Army**, an army that supports our women as a whole and not just a charity. Cancer is the biggest bully of them all and no one likes bullies! Please direct the money to local charities that help woman in their fight against cancer.

For more information about the Pink Heals Tour please contact **dgraybill911@yahoo.com** or you can contact us at **www.pinkheals.com** and **www.pinkfiretrucks.com**.

the "cares enough to wear pink" campaign

Our non profit mission is to provide a national movement for the support of women across the country by wearing their color Pink. The national "Cares Enough to Wear Pink" days are Oct 25, 26, & 27th. Many resolutions and proclamations have been signed and this national movement is over 2500 cities strong among fire and police depts. across the United States.

We support all types of cancer relief efforts and focus on women as a whole in whatever type of cancer they battle. As men it is in our nature to care for the women in our lives, this is just another way to show love and support. Our women are the most important people in our lives, whether they are our mothers, wives, daughters or sisters.

We bring our pink fire trucks to your cities so that you may hold a fundraiser and generate proceeds that will stay in your community to help with bills, co-pays, research and/or general financial help for families that may be struggling. The money raised in your community stays in your community and can continually be generated based on your shirt sales.

Therefore, we give our art for free so that all fire & police departments can make shirts that tie us all together as a National Pink Army. You are free to use the art however you like, but we ask that you use your city's name in conjunction with the logos. This way we can bring our pink fire trucks to your city in support of your fundraiser. This unified front will help in the well being and mental health of women who need support and love from men and local community!

Our pink does NOT stand for a disease, but stands for the most important people in our lives, our women.

We wear pink because PINK HEALS!

If you would like to request the Guardians of the Ribbon Art or a stop in your city with the pink fire trucks please contact:

Website: www.pinkfiretrucks.org
Dave Graybill: dgraybill911@yahoo.com

PINK HEALS TOUR 2011

www.pinkfiretrucks.org

August: 22-28th Atlanta (Chiefs Conference)
30th Huntsville AL
31st Nashville TN

September: 2nd (TBD)
3rd Hardin County (Elizabethtown KY)
4th Cincinnati
5th Washington Courthouse OH
7th Cleveland suburbs
9th Plattsburgh NY
10th-11th Montreal, QC, Canada
12th-14th Massachusetts and Connecticut (Cities TBD)
15-18th Rhode Island (Cities TBD)
19th Long Island
20th New Jersey
21st Washington DC
22nd and 23rd Hickory NC
24th and 25th High Point NC
25th evening Fayetteville NC
26th Myrtle Beach SC
27th Charleston SC
28th Savannah GA
29th Jacksonville FL
30th Daytona Beach FL

October: 1st Orlando FL
2nd Tampa FL
3rd Sarasota FL
4th Clearwater FL
5th Naples FL
6th Key Largo FL
7th Miami FL
8th and 9th Deerfield Beach FL
10th Port St. Lucie FL
11th Ocala FL (E-One)
12th Gainesville FL
13th Tallahassee FL
14th Pensacola FL
16th Orange Beach AL
17th Starkville MS
18th Memphis TN
20th Beaumont TX
21st and 22nd Baytown TX
23rd Victoria TX
24th Killeen TX
25th Georgetown TX
26th McKinney TX
27th and 28th Ponca City OK
29th and 30th Kansas City KA

November: 1st Wichita KA
3rd Albuquerque NM
5th Kingman AZ

PINK HEALS

PINK HEALS MOTHER'S DAY TOUR 2011

www.pinkfiretrucks.org

May 3 Cathedral City
May 4 Carlsbad
May 5 San Clemente
May 6 Orange County
May 7 Orange County
May 8 Orange County
May 9 Orange County
May 10 Travel - open
May 11 Santa Clarita
May 12 Travel - open
May 13 Bakersfield
May 14 Bakersfield
May 15 San Luis Obispo
May 16 Travel-open
May 17 Fresno
May 18 Fresno
May 19 Stockton
May 20 Stockton
May 21 San Jose
May 22 San Francisco
May 23 San Fran
May 24 San Fran
May 25 San Fran
May 26 Sacramento
May 27Fairfield
May 28 Fairfield
May 29 Napa
May 30 Napa
May 31 Napa
June 1 Redding
June 2 Bend
June 3 Bend
June 4-3 Bend
June 5 Bend
June 6 Bend
June 7 Bend
June 8 Travel Day
June 9 Salt Lake City
June 10 Salt Lake City
June 11 Salt Lake City
June 12 Salt Lake City
June 13 Travel Day HOME

PINK HEALS

Our National Pink Army

“We drive hundreds of miles at a time, carrying these signatures of very special people, mostly women, some men, and a few children. We are just drivers with a special message, a message from them, to all of us who’ve not fought this battle yet. They tell us to load our guns, rally the troops and stand by their side, to at the very least show support and if we must join them in the fight, to end this fight with one swift blow.”

Those of us not affected by a disease standing up for those that have. Men, doing what men should do, honoring, protecting and standing up to anything that might harm our women and Children. Defending them at all costs, making a statement of true Love and Hope by coming together as a unified front, wearing her color with pride and letting the World know that we stand ready for war against this disease we call CANCER!

Dave Graybill

Janice K. Brewer
Governor

Office of the Governor

*** CARE ENOUGH TO WEAR PINK DAYS ***

WHEREAS, Guardians of the Ribbon Inc. is an Arizona non-profit organization consisting of firefighters, police officers and leaders in the community whose sole purpose is raising awareness for the fight against cancer; and

WHEREAS, in September 2007 the "Pink Heals Tour" began, encouraging public safety professionals, local leaders and citizens throughout the community to wear pink in honor of all women and to join forces to help them in their fight against cancer; and

WHEREAS, the spirit of this campaign is to fight for those who have lost the ability to fight for themselves; asking for public support and raising understanding and awareness to all citizens; and

WHEREAS, anything is possible when good people devote themselves to a cause that does so much good and benefits so many; and

WHEREAS, the "Cares Enough to Wear Pink" campaign honors all women and recognizes the need to come together as a collective group and help with the fight against cancer, reminding future generations that people who are not affected by an illness can come together for those who are.

NOW, THEREFORE, I, Janice K. Brewer, Governor of the State of Arizona, do hereby proclaim October 25-27, 2009 as

*** CARE ENOUGH TO WEAR PINK DAYS ***

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona

Janice K. Brewer
GOVERNOR

DONE at the Capitol in Phoenix on this tenth day of September in the year Two Thousand and Nine, and of the Independence of the United States of America the Two Hundred and Thirty-fourth.
ATTEST:

Ken Bennett
Secretary of State

www.pinkfiretrucks.org - info@pinkfiretrucks.org

PINK HEALS

South Carolina State Association of Fire Chiefs

Resolution
Cares Enough to Wear Pink

WHEREAS: Cancer affects millions of people all over the world, and the fact that there is a proven correlation between firefighting and cancer, confirm both the need to eradicate the terrible disease and, until a cure is found, help alleviate the suffering of its victims; and

WHEREAS: In 2008 the American Cancer Society expected about 1,437,180 new cancers to be diagnosed in the U.S. This year about 565,650 Americans are expected to die of cancer, more than 1,500 people a day; and

WHEREAS: Cancer is one of the deadliest diseases of them all, we need to come together to fight it, that means more of us who haven't been affected, need to step up and lead the way. Firefighters speaking on behalf of our women, wearing their color (pink), standing in front showing that they care just by wearing pink; and

WHEREAS: Firefighters normally wear blue shirts 365 days a year, for three days we can wear pink, and give a image of hope and courage to those who worry about being alone in their battle for life.

THEREFORE BE IT RESOLVED THAT: The South Carolina State Association of Fire Chiefs, being duly assembled at the Sixty Fifth Annual Conference in Greenville, SC Cares Enough to Wear Pink and recognizes, supports, and encourages their members to participate in; "Cares Enough to Wear Pink" campaign in honor of our women who battle cancer. On October 25th, 26th, and 27th, we would like all firefighters to wear their pink shirts to show their support for those battling cancer. Local fire departments will create their own pink shirts to wear on duty and sell if approved by their departments on the above dates each year in the month of October. Each local department will donate at least 50% of funds raised to the Susan G. Komen For The Cure and or the American Cancer Society directed toward cancers affecting women; the remaining funds will be used for our firefighters and their dependants battling cancer or other cancer organizations including the "Fire Fighters Cancer Support Network."

CONFERENCE ACTION: APPROVED this 24th day of October, 2009.

Daniel Cimini
President

Texas State Association of Fire Fighters 41st Biennial Convention

Resolution

WHEREAS: Cancer affects millions of people all over the world, and the fact that there is a proven correlation between firefighting and cancer, confirm both the need to eradicate the terrible disease and, until a cure is found, help alleviate the suffering of its victims; and

WHEREAS: In 2008 the American Cancer Society expected about 1,437,180 new cancers to be diagnosed in the U.S., and 96,320 in Texas. This year about 565,650 Americans are expected to die of cancer, more than 1,500 people a day; and

WHEREAS: Cancer is one of the deadliest diseases of them all, we need to come together to fight it, that means more of us who haven't been affected, need to step up and lead the way. Firefighters speaking on behalf of our women, wearing their color (pink), standing in front showing that they care just by wearing pink; and

WHEREAS: Firefighters normally wear blue shirts 365 days a year, for three days we can wear pink, and give a image of hope and courage to those who worry about being alone in their battle for life.

THEREFORE BE IT RESOLVED THAT: The Texas State Association of Fire Fighters recognize, support, and encourage their members to participate in; **"Cares Enough to Wear Pink"** campaign in honor of our women who battle cancer. On October 25th, 26th, and 27th, we would like all firefighters to wear their pink shirts to show their support for those battling cancer. Locals will create their own pink shirts to wear (on duty if approved by their department on the above dates),_and sell each year in the month of October. Each local will donate at least 50% of funds raised to the Susan G. Komen For The Cure and or the American Cancer Society directed toward cancers affecting women; the remaining funds will be used for our Firefighters and their dependants battling cancer or other cancer organizations including the "Fire Fighters Cancer Support Network".

SUBMITTED BY: Tyler Local 883
TSAFF Executive Board

CONVENTION ACTION: APPROVED (07/15/2009)

TOUR DRIVERS TESTIMONIALS

Andy Mhley, Fire Fighter Hazleton PA

”Hi my name is Andrew Mhley from Hazleton, PA. I have been a career firefighter with the Hazelton Fire Department for 15 years and a volunteer for approximately 32 years. I had decided to volunteer my time doing the Pink Heals Tour because I had lost my brother Gabe a former Deputy Chief of Hazleton City and my boss to cancer in 2003. So I have seen first hand the torment this disease can cause those who are suffering along with the family. I do this for those who are left behind. I want to honor those who are here and need encouragement of love and hope.

Gary Cochran, Fire Investigator Grapevine Fire Department

”My name is Gary Cochran and I have been in the Fire Service for about 28 years. I started when I was 21 as a Firefighter/Paramedic in Bedford, TX. Rode on fire trucks and ambulance for 25 years of my career. Five years ago I ventured off into the prevention side of the fire service becoming a Fire Investigator and Fire Inspector. I have been in the Fire Marshals office in Texas where I was an officer on an engine before moving to the Grapevine Fire Dept. I have a few years left in my career, so I will set back and enjoy it. I have gotten involved with the Pink Heals Tour, because a friend of mine is a breast cancer survivor (Go Amy), we were able to meet Dave on his first tour about two years ago in Irving TX., I was touched at that moment for what Dave was doing for this cause. I made a decision at that time to be part of it for all of the unfortunate people affected and the very fortunate people who are touched by this tour. I was also fortunate to be a part of the team last year, I will do this for as long as I can. It is a blessing to be able to reach out and meet people who are affected by this nasty disease and I feel that even though I can’t do or give much more, at least I can do this for them. *In 28 years as a firefighter, this has been the most rewarding thing I have ever done in my career. I am looking forward to getting this years tour rolling!*

Jeff McCarroll, Retired Fire Fighter

This is Jeff, AKA Bull, the reason I am doing the 2010 tour is simple. LOVE, HOPE AND AWARENESS. This program is going to reach its arms around the world and touch millions of people. The love we share on every stop along the way will only grow stronger if we never give up. I intend on being here until we find a cure, so count me in! HATS OFF!

Mike Montanez, Captain Phoenix Fire Department

”I am a fifteen year career firefighter from Phoenix, currently holding the rank of Captain. I am doing this to honor all women, those who are healthy, those who are sick or have been sick, and those who may become sick in the future. What a wonderful feeling, to show people you care about them!”

Ryan (Tom) McMurray, Fire Fighter Ohio - Air National Guard Volunteer Fire Chief for Wayne Township Fayette County

My name is Ryan McMurray I am from Washington Court House, Ohio. I am a full time firefighter for the State of Ohio through the Air National Guard, and a volunteer Fire Chief for Wayne Township Fire Dept. in Fayette County. I am doing this trip in memory and support of my family members. I have lost both of my grandmothers to cancer when I was young. My mother has had her battles in the last few years, and other very close women in my life and my wife’s life who have been affected, this is in honor of them!

TOUR DRIVERS TESTIMONIALS

Grant Sanders, Firefighter & Paramedic Arizona Fire Department

It was November of 2008 at an event in Scottsdale AZ, I asked Dave what the pink fire truck was all about, he explained the mission and I have fallen in love with it every since, each event brings a new sense of fulfillment for me and hope for those who struggle. I love the experience we bring to communities all across the country. Not only does it give a wonderful feeling of accomplishment but also gives us drivers a purpose as a "Guardian of The Ribbon"

Meredith D. Lund, Deputy Chief New Ipswich, New Hampshire Captain New Hampshire Fire Academy

My name is Meredith Lund (aka D.C.) and this is my second year driving for the Pink Heals tour. I am a Field Captain with the New Hampshire Division of Fire Standards and Training and EMS where I coordinate training, testing and props for fire departments and firefighters in the Southern half of the state. I have been involved in the fire service for seventeen years both as a structural firefighter in the state and as a firefighter and EMT on out-of-state Wildland fire crews and medical teams. I currently serve as the Deputy Chief of Operations for a small fire department in southern New Hampshire (hence the nickname D.C.). I live with Chris, my husband of 34 years and have five grown children and one grandson.

I drive in memory of my sister Karen who lost her battle with breast cancer and in honor of my mom who is a cancer survivor. But more than that, I drive in honor of all of the women whose names are on the truck who cannot drive for themselves. You are the true heroes in my mind and I am honored to serve you. God bless you all and stay safe.
Psalm 121: 10in

Michael L. Mullins, Fire Captain Virginia Beach Fire Dept.
Also serving as an Acting Battalion Chief

I am Michael L. (Moon) Mullins. I was born in Olympia Washington. After a worldwide tour, the US Navy dropped me off in Va. Beach in 1969 with my Dad being stationed at Oceana Naval Air Station. I am a Captain and a 32 year veteran of the Va. Beach Fire Department currently serving as an Acting Battalion Chief. I am married to Joyce Barbour Mullins and have four children, 1 son-Sean, a Va. Beach Police Officer and three lovely ladies, Tara, Samantha and Alaina. I have three grandchildren, Maddie, Aubrey and Talon. I am a graduate of the National Labor College with a degree in Health and Safety.

I started my Pink affiliation with the Susan G. Komen, Race for the Cure in 2006, when my wife formed a team that is now called the Caped Cure-Saders. Each year I have added something pink during my walk. Two years ago we met Dave and the Pink trucks. They were brought here by April Elmore, a personal friend and 10 year breast cancer survivor. I learned of how much it affects a family thru her. I worked shift trades for her to be out and recover and her kids stayed at my house almost daily for near 90 days during her recovery. In 2009, I learned of the volunteer drivers and put my name out there and was selected. This is a tremendous honor for me to represent not only the Pink Heals Tour, but the Virginia Beach Fire Department and April Elmore as we travel across the United States bringing awareness of all cancers and illnesses that affect our ladies. Thanks to my Wife for being so understanding in this adventure and I dedicate my drive to her.

James Thompson, Lt. / EMT / Fire Fighter Wayne Twp, Ross County, Chillicothe VA

I'm Jim Thompson a new driver to the tour. I live in Washington Court House Ohio where I run Vol. at Wayne Twp FD as a Lt. and EMT. I also work part time in Ross County at Union Twp FD as a FF/EMT and full time at the Chillicothe VA Medical Center as a FF. As you can see I love what I do and like to keep busy. I am making this awesome journey in honor of my mother a 2 time survivor of breast cancer and also in memory of the late Julie Aleshire a long time family friend that lost her 3rd battle to this terrible disease. I want to do my part to help spread awareness and stand for those who can't. It truly is an honor to be a part of this wonderful family. Hopefully by next years tour, we will have the Ohio chapter up and running as well!

TOUR DRIVERS TESTIMONIALS

Brad Magness, Engineer/Operator Galveston Texas

I thank God that no one in my immediate family has been affected by cancer, which begs the question "Why would I want to be involved with the Pink Heals Tour?" or "What do I have to gain?" People affected by this horrible disease are most often put through life's most difficult trials due to its effects on their life. I can only speculate about what happens when they come to the point that they are physically, mentally and emotionally exhausted by their battle, the point at where it seems they can no longer run the race or fight. I consider myself blessed to be a healthy, encouraging individual and can think of only one way to be thankful for my blessings and that is to help others that are less fortunate than myself. In that I mean, standing up for someone who can no longer stand, fighting for someone who can no longer fight, and encouraging someone who has lost all hope. My actions will be based on serving these people in anyway I can during my time on the tour. This is my personal mission and #1 goal for being involved with the Pink Heals Tour.

Carlos Schulz, Engineer/Paramedic City of Maricopa AZ

My name is Carlos Schulz from Chandler, AZ. I work as an Engineer/Paramedic with the City of Maricopa Fire Department in Arizona. I have been involved with the fire service and EMS for almost 17 years now. 2 years ago I started our pink shirt program in the City of Maricopa AZ to bring awareness to breast cancer. After talking with Dave, I realized that we should focus on all cancers, not just breast cancer. I am new to the tour this year, but extremely excited. I hope that all communities, their leaders and the citizens will get behind this important cause and support those that have suffered from cancer, lost a loved one to cancer or may become a victim of cancer. Join us in this celebration of life.

Doug Carey, Firefighter/EMT New Jersey

Hello. I am Louis M. Carey, Jr. (aka: Doug), a single, 50-year-old, active volunteer Firefighter/EMT here in Central New Jersey. During the latter part of 2009 I was asked by a sister fire department to write a story about their department's escort of some pink fire trucks that were invited to stop by a local Friendly's. As I looked into the event I discovered this amazing organization that was bringing attention to women, cancer and our role and responsibility as men to step forward and help push for education and eradication of this threat to "our women". Little did I realize that when I met Dave Graybill (the founder and leader), how infectious his enthusiasm for this cause would affect me. After conducting an impromptu video interview, as the trucks traveled down the NJ Turnpike toward Old Bridge Township, I realized that I very much wanted to become a part of this mission. Thankfully, Dave agreed to take me on as a driver for the 2010 Tour (and probably a good thing, as the number of pink fire trucks keeps increasing).

Anyway, my whole life has been about helping others; and it all became clear to me in the U. S. Marine Corps back in 1980 when I took leave to attend EMT school with the U. S. Navy. Since then a good part of my life has been with the purpose of volunteering within my community to help those in need.

It is a privilege AND an honor to be a part of something so noble and I hope to bring tears of joy to women AND men and let them know that despite all our human faults, Lovingkindness is still our common purpose and it is alive and thriving within Dave Graybill, Lisa Stevens and all of us who have signed on to make this an 'in-your-face' reality! Only through Love can we overcome all that threatens us as a species and only Love can truly heal.

Jay Holt, Lieutenant/Paramedica Big Springs Texas

My name is Jay Holt, I'm a 34 year old husband and father of two wonderful kids. I have an 8 year old daughter Jayden and a 4 year old son Conner. I am a Lieutenant/Paramedic for Big Spring Fire Dept in the great state of Texas. I am humbly driving in the Pink Heals tour this year in honor of all the women in my life and also in memory of my beloved "Memaw" who lost the battle to cancer in 1996. I hope that by giving a small portion of my time to this noble and worthy cause, more "healthy" people will become aware and involved in the fight against the cancers that affect the women we love.

Steve Rusin, Firefighter/Paramedica Buffalo Grove IL

My name is Steve Rusin. I am a career Firefighter/Paramedic with the Buffalo Grove Fire Department in Buffalo Grove Illinois. We are a Northwest Suburb of Chicago. I have been a member of the fire service for nearly 22 years. I was introduced to the Pink Heals Campaign in the summer of 2009 by my friend Betty Ganschow when the tour came to Glenview Illinois. I wanted to help with the campaign in some way to help raise cancer awareness. With the help of my family, my Fire Chief Terry Vavra and my fellow coworkers and friends I was able to raise more than two thousand dollars in less than a month in a pink t shirt campaign. With the full support of my Chief and Village administration including our Village President all divisions proudly wore pink Buffalo Grove Fire Department T-Shirts with the "Cares Enough to Wear Pink" logo on the back, on six separate days in the month of October. The proceeds were donated to a local cancer support/ wellness center in our area. The experience and support were overwhelming and I wanted to do more. I am proud to be a member of this organization and I am very excited to be an official member of the "2010 Guardians of the Ribbon Tour."

TOUR DRIVERS TESTIMONIALS

Dave Gardner, Firefighter/EMT Arson Investigator Merriam Kansas

Hi, my name is Dave Gardner. I am a Firefighter/EMT & shift fire investigator with the City of Merriam, Kansas. I have been a Firefighter/EMT for the past 15 years. I am also involved with the Kansas chapter of the International Association of Arson Investigators. I was elected to a two year position on the board this past February.

I saw the Guardian of the Ribbon's web site, seen they were coming to a city close to me, went and saw the PINK fire trucks in Topeka, Kansas last year. My girlfriend signed the truck for her mother who is a survivor. She had a smile that glowed. That same day I heard Dave speak to the crowd about the mission of the PINK fire trucks and I knew then I wanted to get involved with this SUPER GROUP of people, to bring smile to others. I am proud to be a part of this year's tour, to be known as one of the MEN IN PINK.

Chris Chomel, Firefighter/Paramedic Sequin Texas

My name is Chris Chomel, I live in San Marcos, Texas. I'm a Firefighter/Paramedic for the City of Seguin, Texas. I'm married to my wonderful wife Kathleen. We have 4 children Alyssa, Katheren, Reagan, and Addyson. On my days off I fly as a Flight Paramedic on fixed wing aircraft all over the US, Canada, Mexico, The Caribbean, and the northern parts of Central America. I'm also an EMS Educator, and Kathleen and I own and run Fireside Photography.

When the tour came thru San Marcos and Seguin last October, I had the opportunity to photograph both stops as a favor to both local Firefighters Associations. I was extremely moved by it. It was such an awesome and emotional sight to see cancer survivors and loved ones of those who had lost their battle with cancer sign their names to these PINK FIRE TRUCKS thru the lens of a camera. I'm an extremely positive energy type person and was very motivated by Dave for his energy and enthusiasm so I inquired about driving one of the trucks for the 2010 tour. I submitted all of my stuff and was accepted to drive. I look forward to this experience and everything it brings to my life.

Greg McAlister, Engineer/Medic Big Springs Texas

Greg McAlister I'm 27 y/o male living in Big Spring TX. I'm an Apparatus Engineer / Medic for the city about 7 yrs now. I'm doing this because last year y'all came to Big Spring as a quick stop to El Paso and I was just moved to do it. I think it is a wonderful thing that has been created and I wanted to help.

Phil Newbauer, Firefighter/EMT I Midway Fire Rescue Pawleys Island South Carolina

Hello, My name is Phil Newbauer. I am a Master Firefighter /EMT-I with Midway Fire Rescue in Pawleys Island South Carolina. I am honored to be joining the Pink Heals Tour this year. I first met Dave and Lisa on tour in 2009 in Murrels Inlet on a stop, prior to that I had only seen information about the tour online. As soon as I met Dave and witnessed first hand the energy that he, the Pink Heals team and the trucks brought to our area, I knew I wanted to be a part of this wonderful experience! We all as first responders, whether firefighter, EMT or police join these professions to help people, so when the tour came around and I found out I could help it was a no brainer! I am not the only one in my family that is excited about the tour, my kids are very excited. My girlfriend and I have 5 children between us, ages 7-16. They are one of the major reasons I wanted to join the tour! To teach them the importance of honoring, caring and educating them about fighting against this horrible disease! I have worked in the Fire/EMS service 18 years and have worked private ambulance; I have seen, transported and cared for patients and their families first hand. I want to thank Dave for giving me the chance to help out!

Ted Dion, Firefighter/Lieutenant Coventry Rhode Island

My name is Ted Dion and I live in Rhode Island. I have been an Army Service Member and for the past 16 years I have been a fire fighter in Coventry, Rhode Island, I am a Lieutenant on Central Coventry Engine 5. I read about the Pink Heals Tour in a periodical and fell in love immediately. Having lost my father to cancer at the age of three and watching my mother fight cancer for most of her adult life, this will be my way wage war on this disease. I was overwhelmed when I received the news that in fact I would be joining the 2010 Pink Heals Tour. I can't wait to see everyone once the tour is underway!

TOUR DRIVERS TESTIMONIALS

Josh Baker, Media Marketing FLorence SC

I am honored to join the tour this year and I am participating for many reasons. I want to honor the many women that have touched my life that have also battled against cancer. To them I dedicate this tour in honor of their bravery, courage, and will to survive and fight on. I also wanted to participate in this tour due to last year's encounter with Dave and the 2009 tour stop in Myrtle Beach, SC. At that stop I was able to help donate a "pink" fire ladder for one of the trucks. After being at the stop for 2 minutes I knew I would stop at nothing to be a part of this great movement. The emotions you see and feel while encountering these brave women are more than any words could ever describe, and the people like Dave, Lisa, Jeff, and others that you meet while on tour are some of the most amazing people you will ever know in life. I remember that stop like it was yesterday and I am proud and honored to be able to wear pink and be a Guardian of the Ribbon. To all the women out there currently fighting I encourage you to stay strong, keep your faith, and continue to be the brave women you are. My thoughts and prayers will always be with you, and we will continue to honor, protect, and support you in any way that we can.

Robert Bidwell, Firefighter East Hartford CT

I am a Firefighter with the town of East Hartford, CT. I have been on the job for twelve years. I am joining the Pink Heals Tour this year for the first time. A co-worker of mine was diagnosed with breast cancer last year. When the Pink Heals Tour made a short notice stop in East Hartford, CT. in October 2009, it was such a moving experience that I wanted to do more to help their cause. The support and motivation that they showed was more than you can imagine. I kept feeling that I wish I could join them to help spread their message and support those with cancer. I was fortunate to be chosen as a driver for this year's tour. This donation of time is to honor my co-worker, as well as family members and friends who have been diagnosed with this disease.

Judith Geier, Breast Cancer Survivor - Apparatus Operator East Hartford CT

In 2009 I turned the big 40. Along with turning 40 came my first mammogram. Three weeks later on June 29th I was diagnosed with breast cancer. My first thoughts were "this wasn't supposed to happen to me....."

A little about me.....My name is Judy....can't call me Judith because Dave won't know who I am. I have been married for 15 years and I have 5 beautiful children-- Kaitlynn 13, Shaylee 11, Ashleigh 9, Courtynie 7 and Edward Jr. (EJ) 5. My second family is the Town of East Hartford, CT where I have beena paid firefighter for 15 years.I love my job-the beach-sun-water-long rides-adventures-taking risks-painting-humor-friends-family-working out-art and a reading good book.

Along with my diagnosis came a lot of help from my family and friends. One of the firefighters that I work with learned about the Pink Heals Tour and asked Dave if they could make a stop in East Hartford. October 1, 2009--the day that I met Dave and the Pink Heals Tour, was both an unbelievable and humbling experience. I can never put into words what that day meant to me, but somehow knew that it wasn't a one time meeting.

I have since gone through 8 weeks of chemotherapy, surgery, 6 weeks of radiation (completed on March 4, 2010) and I am starting to feel like my normal self.

September 12-26 I will be driving one of the fire trucks. I know how I felt when the pink fire trucks rolled through my fire station less than a year ago and can't wait to spread the feelings of strength and hope to others battling cancer. A lot of my friends say that I am an inspiration, a special person, a survivor, a hero.....for doing what I am doing. I don't think I did anything.....I think I am just being the me that got diagnosed with cancer and kicked its butt. Along the way I found a greater appreciation for life and everything involved with it. I learned that cancer doesn't choose who it picks but that I was one of the lucky ones that could choose what to do from this experience.

So maybe it was supposed to happen to me.....

Healing it Forward,
Judy Geier
Apparatus Operator
East Hartford Fire Dept. Local 1548T

TOUR DRIVERS TESTIMONIALS

Mike Prosi, Firefighter/ Paramedic Vernon Hills IL

I am a firefighter/paramedic for the Countryside Fire Protection District in Vernon Hills, Illinois. I started in the fire service in 1993 as a Paid-on-call firefighter, in 1999 was hired by Countryside Fire PD as a career firefighter/paramedic. I live in Wauconda, Illinois with my wonderful wife and fantastic daughter. Last year I was looking at the pictures taken when the tour was in Vernon Hills and decided that I wanted to be included on the festivities. It looked like everyone was having some fun and at the same time getting an important message out to the general public. I am looking forward to spending time meeting new people and raising awareness of this disease. See you in September.

Jonathan Smith, Carolinas Medical Response Fair Bluff Fire & Rescue
Southeastern Community College (Instructor)

I was born in Winchester, IN, I keep a way to busy schedule (4pd jobs, teaching, and 2 volunteer depts).

I do not have any children but I do have a choc lab named Coco and she is basically my little girl.

I can't exactly put to words why I am so drawn to the work that you and Dave have started with Pink Heals. It is one of those things that you just know is the right thing to do and that you have to help out. Cancer has affected my family, my maternal Grandmother had breast, and uterine cancer. My sister has had a scare with cervical cancer.

Thanks and be safe,
Jon

pinkheals

AWARENESS
LOVE
HOPE
RESCUE

For more information about the Pink Heals Tour please contact Dave Graybill at dgraybill911@yahoo.com or you can contact us at www.pinkheals.com, www.pinkfiretrucks.org or info@pinkfiretrucks.org.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 31, 2012
To:	Honorable Chairman and Members of the Board
From:	Commissioner Mike Stewart
Subject:	Request Board Approval to Remove Rumble Strips on the North End of Rehwinkle Road.

Statement of Issue:
This agenda item requests Board approval to remove rumble strips on the North End of Rehwinkle Road.

Background:
The rumble strips were placed on the north and south ends of Rehwinkle Road as a safety measure.

Analysis:
The rumble strips on the south end of Rehwinkle are fine as they are however; the strips on the north end of Rehwinkle are located in a densely populated area and are causing much grief for the residents adjacent to it. The citizens have requested that the strips be removed so that the noise from the strips can be eliminated. The strips on this end are not needed due to the stop sign now positioned on the Rehwinkle side with a red stop light that is easily visible.

Budgetary Impact:
None

Options:
1. Approve to move rumble strips on the north end of Rehwinkle Road.
2. Do not approve to move rumble strips on the north end of Rehwinkle Road.
3. Board direction.

Recommendation:
Option #1.

Board of County Commissioners
Agenda Request

Date of Meeting:	June 4, 2012
Date Submitted:	May 26, 2012
To:	Honorable Chairman and Members of the Board
From:	Lynn Artz, County Commissioner, District 5
Subject:	Survey for Wakulla Gardens, Unit 1

Statement of Issue:
This agenda item requests Board approval to include with the July mailing of road assessment ballots to Wakulla Gardens' property owners an additional 1-page survey for Unit 1.

Background/Description:
On May 25, 2012, the County Commission approved mailing ballots to all of the property owners within Wakulla Gardens. The mailing is intended to assess the willingness of property owners to pay an annual assessment to finance road paving within Wakulla Gardens. The ballot will be mailed to all property owners in early July and tabulated near the end of July.

Unit 1 is the largest -- and least developed -- of the units in Wakulla Gardens. Public water service is not available to most lots in this unit. The supplemental survey is designed to assess additional preferences among the property owners in Unit 1.

Analysis:
Collecting additional information about the preferences of Unit 1 owners may be useful.

Budget Impact:
None, except for minimal copying costs. An additional sheet of paper can be included in the mailing for Unit 1 for no added mailing cost.

Options:
1. Approve including in the July mailing of road assessment ballots an additional survey for the property owners of Unit 1
2. Do not approve including in the ballot mailing scheduled for July an additional survey for the property owners of Unit 1.
3. Board direction

Recommendation:

Option #1

Attachment(s):
Supplemental survey for owners of property within Wakulla Gardens, Unit 1.