

REGULAR MEETING
JUNE 23, 2008
5:30 P.M.

BOOK

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The Lafayette County Commission met on the above date and hour for a regular scheduled meeting. The meeting was held in the commissioner's meeting room at the Courthouse in Mayo, Florida. The following members were present: Commissioner Charles Driver, Dist. 1; Commissioner Thomas E. Pridgeon, Dist. 2; Commissioner Donnie Hamlin, Dist. 3; Commissioner Jack Byrd, Dist. 4; Commissioner Earnest Jones, Dist. 5; and Lafayette County Attorney Leenette McMillan.

BOARD OF ADJUSTMENTS MEETING

RESOLUTION SE 08-05

On a motion by Mr. Jones and a second by Mr. Hamlin, the board voted unanimously to have Ms. McMillan read Resolution SE 08-05 by title only. On a motion by Mr. Hamlin and a second by Mr. Pridgeon, the board voted unanimously to adopt the Resolution.

AMENDMENT TO RANDALL HEWETT'S RV CAMPSITE

Mr. Randall Hewett requested an amendment to his special exception allowing the development of an RV Campsite. He wants to add 3 spaces to his campsite. On a motion by Mr. Jones and a second by Mr. Hamlin, the board voted unanimously to allow Mr. Hewett to amend his special exception for an RV campsite by adding 3 more spaces.

ADJOURN BOARD OF ADJUSTMENTS MEETING

On a motion by Mr. Driver and a second by Mr. Hamlin, the board voted unanimously to adjourn the Board of Adjustments meeting.

REGULAR MEETING

APPROVE THE MINUTES

On a motion by Mr. Driver and a second by Mr. Hamlin, the board voted unanimously to approve the minutes.

CLOSING OF THE BUILDING DEPARTMENT AND 911 OFFICES

On a motion by Mr. Jones and a second by Mr. Hamlin, the board voted unanimously to close the Building Department and 911 Offices the week of June 30, 2008 through July 4, 2008 for remodeling.

RV CAMPSITE DEVELOPMENT

Mr. Bobby Johnson told the board that Mr. Finley Ricard and Mr. Foye Sessions are both developing RV Campsites in the Hatchbend area and want to know how far apart they have to be before developing. On a motion by Mr. Pridgeon and a second by Mr. Hamlin, the board voted unanimously that the campsites have to be at least ½ mile apart.

SMALL COUNTY COALITION RESOLUTION

On a motion by Mr. Hamlin and a second by Mr. Jones, the board voted unanimously to adopt a Resolution on fuel prices from the Small County Coalition.

AFFORDABLE HOUSING ADVISORY COMMITTEE

The board reviewed a list of names to serve on the Affordable Housing Advisory Committee. No action was taken on this issue as the board wants to take more time to review all names.

REVISED PURCHASING POLICY

On a motion by Mr. Driver and a second by Mr. Hamlin, the board voted unanimously to adopt the new revised purchasing policy.

REQUEST TO PAVE A PORTION OF SAND MINE ROAD

The board considered a request to pave a portion of Sand Mine Road. After discussion, the board decided to table this issue until they can talk with Frank Darabi.

ENTERPRISE FLORIDA AND THE DEVELOPMENT AUTHORITY

On a motion by Mr. Hamlin and a second by Mr. Jones, the board voted unanimously to approve the Lafayette County Development Authority and Enterprise Florida teaming up to work together.

WARRANT LIST

On a motion by Mr. Jones and a second by Mr. Hamlin, the board voted unanimously to approve the following bills, with the exception of the Pridgeon's Garage bill and the Byrd's Power Equipment bill:

General Fund - \$107,923.11

Emergency 911 Fund - \$54.99

CDBG Housing Grant Fund - \$20,750.00

Road & Bridge Secondary Fund - \$17,075.52

Industrial Park Fund - \$34.13

On a motion by Mr. Jones and a second by Mr. Hamlin, with Mr. Pridgeon abstaining, the board voted unanimously to approve the Pridgeon's Garage bill in the amount of \$335.71.

On a motion by Mr. Jones and a second by Mr. Hamlin, with Mr. Byrd abstaining, the board voted unanimously to approve the Byrd's Power Equipment bill in the amount of \$824.18.

BOBBY FOLSOM'S SURVEY BILL

On a motion by Mr. Pridgeon and a second by Mr. Hamlin, the board voted unanimously to approve Bobby Folsom's survey bill that was turned in late in the amount of \$550.00.

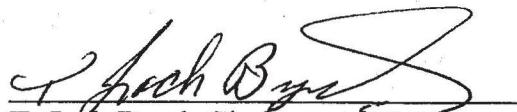
ADJOURN

On a motion by Mr. Jones and a second by Mr. Driver, the board voted unanimously to adjourn.

Attest:


Ricky Lyons, Clerk




T. Jack Byrd, Chairman

Approved this 14th day of July, 2008.

Roumelis Planning and Development Services

5378 Carisbrooke Lane
Tallahassee, FL 32309
Phone (850) 893-0694
Fax (850) 893-3503

BOOK 28 PAGE 454
debroumelis@earthlink.net

322 NW Fifth Street
Okeechobee, FL 34972
Phone (863) 467-6600
Fax (863) 467-6630

Lafayette County Housing CDBG Status as of June 19 2008

Architecture:

I received a call from Clemons Rutherford on Friday, June 5, 2008, stating that the "final" drawings, energy calculations and specifications, for the replacement houses were complete. CRA sent the designs to a blueprint shop. I had those printed, and picked up Tuesday, June 9 to bring to the contractor pre-bid meeting. The specifications were not complete, and I worked on them June 5-9.

Bidding of Housing Rehab/Replacement:

On June 3, 2008, my employee, Cecil Westbrook, called ALL locally licensed contractors and those other contractors who had previously asked to be notified. He told them about the upcoming bid package and the pre-bid meeting to be held June 10, 2008. I ran requests for bids in the Gainesville Sun (required for CDBG) on June 6 and June 13, and in the Mayo Free Press June 12, 2008. We had a pre-bid meeting and walk-through on June 10, with 14 contractors attending. After that date, 3 additional contractors called and asked to have a walk-through.

I am currently waiting on comments on the plans, specifications and energy calculations from Mr. Johnson. When I have those comments, I will notify CRA of any changes that must be made, order more prints (including prints for the contractors who already received the documents on June 10) and schedule another walk-through.

Bids are due July 8, 2008, at 11:30, with opening at 11:35.

Survey:

Sherman Friar completed the survey for Mary Joyce Pane's property. An invoice is submitted for payment

Administration Invoice

I have submitted an invoice for payment. I also did a request for funds for the County. When the funds come in, please pay my invoice.

Monitoring

DCA will monitor the grant on Wednesday, June 25, 2008

Respectfully submitted,

Deborah Belcher
President, RPDS

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME THOMAS E. PRIDGEON, JR.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE LAFAYETTE BOARD OF COUNTY COMMISSIONERS
MAILING ADDRESS CR : 300	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY MAYO	COUNTY LAFAYETTE
DATE ON WHICH VOTE OCCURRED 6/23/08	NAME OF POLITICAL SUBDIVISION: LAFAYETTE COUNTY.
MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, THOMAS E. PRIDGEON, JR., hereby disclose that on 6/23, 20 08:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

An invoice payable to Pridgeon Garage was voted on and approved by the Commission.

6/23/08
Date Filed

Thomas E. Pridgeon, Jr.
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME BYRD, JACK	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE LAFAYETTE COUNTY COMMISSION
MAILING ADDRESS HWY 27	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY MAYO	COUNTY LAFAYETE
DATE ON WHICH VOTE OCCURRED 6 23 08	NAME OF POLITICAL SUBDIVISION: LAFAYETTE COUNTY
MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

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A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, JACK BYRD, hereby disclose that on 6/23, 20 08:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

6/23/08
Date Filed

Jack Byrd
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LAFAYETTE COUNTY, FLORIDA, SERVING AS THE BOARD OF ADJUSTMENT OF LAFAYETTE COUNTY, FLORIDA, GRANTING WITH APPROPRIATE CONDITIONS AND SAFEGUARDS A SPECIAL EXCEPTION AS AUTHORIZED UNDER SECTION 3.2 OF ORDINANCE NO. 2000-5, ENTITLED LAFAYETTE COUNTY LAND DEVELOPMENT REGULATIONS; PROVIDING FOR A SPECIAL EXCEPTION TO THE PERMITTED USES WITHIN "A" AGRICULTURAL ZONING DISTRICT AS PROVIDED WITHIN SECTION 4.5.5 TO PERMIT THE LOCATION OF 10 RV CAMPSITES ON CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF LAFAYETTE COUNTY, FLORIDA; PROVIDING FOR REVOCATION OF THE SPECIAL EXCEPTION; REPEALING RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Ordinance No. 2000-5, entitled Lafayette County Land Development Regulations, hereinafter referred to as the Land Development Regulations, empowers the Board of County Commissioners of Lafayette County, Florida, serving as the Board of Adjustment of Lafayette County, Florida, hereinafter referred to as the Board of County Commissioners, serving as the Board of Adjustment, to grant with appropriate conditions and safeguards or deny special exceptions as authorized under Section 3.2.4 of the Land Development Regulations;

WHEREAS, a petition for a special exception, SE08-05, as described, below has been filed with the County;

WHEREAS, pursuant to the Land Development Regulations, the Board of County Commissioners, serving as the Board of Adjustment, held the required public hearing, with public notice having been provided, on said petition for a special exception, as described below, and considered all comments received during said public hearing and the Concurrency Management Analysis Report concerning said petition for a special exception, as described below;

WHEREAS, the Board of County Commissioners, serving as the Board of Adjustment, has found that they are empowered under Section 3.2 of the Land Development Regulations to grant, to grant within an "A" Agricultural zoning district;

WHEREAS, the Board of County Commissioners, serving as the Board of Adjustment, has determined and found that the granting with appropriate conditions and safeguards of the said petition for special exception, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare;

WHEREAS, the Board of County Commissioners, serving as the Board of Adjustment, has determined and found that the petitioner has proposed ingress and egress to the property and proposed structures thereon for pedestrian safety and convenience, in a manner that will not have an undue impact on traffic flow and control, and access in case of fire or catastrophe;

Whereas, the Board of County Commissioners, serving as the Board of Adjustment, has determined and found that the special exception, as described below, is generally compatible with adjacent properties, other property in the district and natural resources; and

WHEREAS, the Board of County Commissioners, serving as the Board of Adjustment, has determined and found that:

- (a) the proposed use would be in conformance with the Comprehensive Plan and would not have an undue adverse effect on the Comprehensive Plan;
- (b) the proposed use is compatible with the established land use pattern;
- (c) the proposed use will not materially alter the population density pattern and thereby increase or overtax the load on public facilities such as schools, utilities, and streets;
- (d) the proposed use will not have an undue adverse influence on living conditions in the neighborhood;
- (e) the proposed use will not create or excessively increase traffic congestion or otherwise affect public safety;
- (f) the proposed use will not create a drainage problem;
- (g) the proposed use will not seriously reduce light and air to adjacent areas;

- (h) the proposed use will not adversely affect property values in the adjacent areas;
- (i) the proposed use will not be a deterrent to the improvement of development of adjacent property in accord with existing regulations; and
- (j) the proposed use is not out of scale with the needs of the neighborhood or the community

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LAFAYETTE COUNTY, FLORIDA, SERVING AS THE BOARD OF ADJUSTMENT OF LAFAYETTE COUNTY, FLORIDA, THAT:

Section 1: Pursuant to petition, SE08-05, by Charles H. Wilson (Entrust Gulf Coast, LLC) requesting a special exception be granted as provided for in Section 4.5.5 of the Land Development Regulations, the Board of County Commissioners, serving as Board of Adjustments, grants a special exception to permit the location of RV Campsites in accordance with a site plan dated May 29, 2008 submitted as part of a petition dated May 29, 2008 and located on property described as follows:

A parcel of land in Section 14, Township 06 South, Range 11 East, Lafayette County, Florida, being more particularly described as follows:

BEGIN AT NW COR. OF NE1/4 OF NW1/4, 14-06-11; TH. RUN E. ALONG LAND LINE 210 FT.; TH. RUN S. 375 FT.; TH. RUN W. 210 FT.; TH. RUN N. ALONG FENCE LINE TO POINT OF BEGINNING. LESS ROAD RIGHT OF WAY AND THAT LAND LYING N. OF GRADED ROAD. OR BK 93 P. 350-351; OR BK 147 P. 415-426; OR BK 174 P. 49-50; OR BK 183 P. 76-77; OR BK 224 P 436-437; OR BK 246 P. 185-187.

The above described parcel contains 1.61 acres. Parcel: 14-06-11-0000-0000-00202

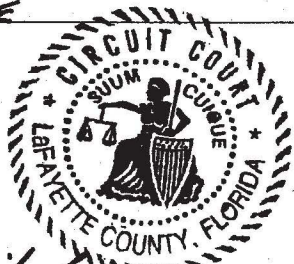
Section 2. A site plan filed with a petition filed May 29, 2008, is herewith made a part of this resolution by reference, shall govern the development and use of the above-described property. Any deviation from the petition shall be deemed a violation of the Land Development Regulations.

Section 3. The use of land approved by this special exception shall be in place, or a valid permit shall be in force for the construction of such land use within twelve (12) months of the effective date of this resolution. If such land use is not in place or if a valid permit for the construction of such land use is not in effect, within twelve (12) months of the effective date of this resolution, this resolution granting with appropriate conditions and safeguards such special exception is thereby revoked and of no force and effect.

Section 4. All resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

Section 5. This resolution shall become effective immediately upon adoption.

PASSED AND DULY ADOPTED in regular session with a quorum present and voting, by the Board of County Commissioners, serving as the Board of Adjustment, this 23 day of JUNE 2008.



Attest:

Ricky Lyons
Ricky Lyons, County Clerk

BOARD OF COUNTY COMMISSIONERS OF LAFAYETTE COUNTY, FLORIDA
SERVING AS THE BOARD OF ADJUSTMENT OF LAFAYETTE COUNTY, FLORIDA

T. Jack Byrd
T. Jack Byrd, Chairman

LAFAYETTE COUNTY BOARD OF COUNTY COMMISSIONERS
RESOLUTION ON FUEL PRICES

WHEREAS, the cost of oil in 2003 in the United States was \$31.08 per barrel and has increased to \$134.00 in 2008 to, and,

WHEREAS, the price of a gasoline has recently surpassed \$4.00 per gallon and the price of diesel fuel is approaching \$5.00 per gallon, and,

WHEREAS, these fuel and oil costs directly and indirectly have a negative impact on every individual, business, and government agency in Florida and in the United States, and,

WHEREAS, the increased cost of fuel and oil increases the cost of travel and tourism in Lafayette County and Florida, and

WHEREAS, the increased cost of fuel is having a dramatic impact on Lafayette County farmers, Florida's farmers and the agricultural sector of the economy resulting in increased production costs, and,

WHEREAS, the increased cost of fuel is having serious impact on families struggling to balance budgets and has increased product input costs making Florida produced products more expensive, and,

WHEREAS, higher oil prices have impacted governmental expenditures at a time of tight budgets, revenue reductions and citizen demands for property tax reductions, and,

WHEREAS, individuals, business, and local governments cannot absorb the steep increases of fuel without increasing costs, cutting vital services and/or negatively impacting the lives of the general public, and,

WHEREAS, it is not apparent that Congress has an effective plan to cause fuel prices to decrease;

NOW THEREFORE BE IT RESOLVED, that the Lafayette County Board of County Commissioners are henceforth articulating grave concern to the members of the United States Congress and insisting that steps be taken to reduce the cost of fuel for individuals, businesses, governments and all consumers in Lafayette County, in Florida and in the United States.

Approved this 23rd day of June, 2008 in regular session of the Lafayette County Board of County Commissioners.

ATTEST:

Ricky Lyons
Ricky Lyons, Clerk



Jack Byrd
Jack Byrd
Chairman

LAFAYETTE COUNTY
BOARD OF COUNTY COMMISSIONERS
PURCHASING PROCEDURES

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I. INTRODUCTORY INFORMATION**A. Definition – Purchase Order System**

An internal control system whereby all purchases must be approved prior to purchase by the purchasing agent who will assist each department head in making the most efficient purchase and control budget line items.

B. Benefits – Expenditure of County Funds are Safeguarded Against

- Waste (over purchase, purchase a lesser quality product)
- Fraud (vendor kickbacks)
- Inefficiencies (paying too much)

C. Internal Control Documents

All purchase transactions shall be evidenced by serially numbered purchase orders, copies of which are sent to the clerk's office for comparison with vendor invoices, receiving reports and department requisition.

D. Estimated Savings

Estimated county funds eligible for purchase order expenditures are \$1,000,000. A 10 percent purchase discount would save \$100,000; a 5 percent discount would save \$50,000.

E. Purchase Agent

All purchases will be made by the purchase agent. The purchase agent will review the requisition by the department head and make the final decision on purchase. An improvement part of the control benefit will only be achieved with an informed and active purchase agent.

F. Three Quotes Required

Department Head will contact three vendors to obtain quotes and will submit a purchase requisition to the purchase agent.

G. Mini Purchase Orders

Purchases under \$500 are subject to mini purchase orders.

II. BID LIMIT (up to \$4,999)

The Clerk may authorize and empower the purchase of equipment, supplies and services for County purposes when the amount to be paid by the County does not exceed \$4,999.00 to the lowest and best quotation.

A. Quotations

1. The Department Head will obtain multiple competitive quotations whenever possible. Sole source items will require written documentation confirming this condition. Other circumstances creating an inability to secure multiple quotations shall be documented on individual requisition to be filed with the Clerk's Office.
2. The Department Head may solicit either telephone or written quotations from the open market and shall use available current vendors and suppliers price lists. All quotations in excess of \$500 but less than \$1,999 require documented telephone quotes. All quotations in excess of \$2,000 but less than \$4,999 shall require quotes in writing. If at least three quotations are not possible, the Department Head will make a written determination to become part of the purchasing file. Criteria should be included in all bids or requests for proposal that require non-local vendors to specify whether goods will be shipped/delivered and any related shipping/delivery costs. Furthermore, criteria should require bidders to indicate whether goods or services can be provided with comparable timeliness to the local vendors.

B. Normal Requisitioning and Purchasing Procedures

1. Requisitioning Procedures: All Departments or agencies under the Board of County Commissioners shall obtain equipment, supplies, and services by submitting a Requisition Form to the Clerk's Office, for item(s) exceeding \$200.
2. When a requisition is completed, it will be forwarded to the Clerk's Office. The original (white copy) will be filed in the Clerk's Office and a copy returned to the requesting department to be filed and labeled "Active Requisition" for referral.

The following is a checklist in preparation of the requisition:

- a. Requisitioned By: (Person)
- b. Date: Current Date Only

- c. Shipment Delivered to Department: (Account No. Charged)
- d. Quantity: Self Explanatory
- e. Unit: Each, Gallons, Foot, Roll, etc.
- f. Price: Estimate
Total: Estimate
- g. Description: This is especially important. Be specific as possible; the more information furnished, the easier it will be to place the order. All item descriptions will be considered to include brand name or equal specifications or substitute items at the discretion of the Clerk's Office. If the department requires "no substitutes," it must state so on the requisition and be accompanied by a memo of justification. There will be no exceptions.
- h. Vendor: Suggested Vendor
- i. Purchase Order Number: (Assigned by Clerk's Office)
- j. Signature of Buyer: Purchasing Director

3. Purchase Order Procedure: Once the requisition has been completed by the department, it should be forwarded to the Clerk's Office where a three (3) part purchase order will be completed and a number will be assigned. The original copy will be sent to the vendor to verify the approved order. The second copy is kept by the Accounts Payable Clerk to be matched with the invoice. The third copy is kept by the Clerk's Office in an "Open Purchase Order" file.

The following is a checklist of preparation of the purchase order:

- a. P.O. Date: Date P.O. issued
- b. Vendor: Suggested Vendor
- c. Shipping Terms: Describes shipping arrangements. Does the vendor deliver or does the County make arrangements for delivery.
- d. Ship To: Department and address of where the goods are to be shipped.
- e. Quantity: (Self Explanatory)
- f. Unit: Each, Gallon, Foot, Rolls, Etc.

- g. Description: This is especially important. Be specific as possible to avoid any mistakes in the order. If part numbers, model numbers, brand name, or serial numbers are available then list on purchase order.
 - h. Price: Amount actually quoted by vendor.
 - i. Total: Total of entire order less any agreed discounts.
 - j. Amount: Amount charged to accounts.
 - k. Authorized Signature: Signature of purchasing agent or any other person authorized to approve purchase orders.
4. Under no circumstances are items to be ordered or picked up totaling more than \$200 by a department before contacting the Clerk's Office for the issuance of a Purchase Order Number. Purchase orders will be issued by the Clerk's Office only after receiving a requisition.

C. Encumbrance of Funds

- 1. Departments are hereby advised that requisitions may not be submitted when funds are not available.
- 2. The Clerk's Office will process a purchase order only after the Finance Director has encumbered the order.

D. Receipt of Goods and Services

- 1. Any equipment, supplies or services which go directly to the ordering department must be checked by that department as to the accuracy, quantity and quality. Only after this has been accomplished should a delivery ticket, invoice, or receiving report be signed. All exceptions are to be noted on the document signed.
- 2. Packing slips, invoices (if received), receiving (yellow) copy of purchase order, and partial receiving reports are to be stapled together, signed, dated and sent to the Clerk's Office.
- 3. To avoid delays in payment: All signed documents require authorized signature on receiving documents prior to submitting to the Clerk's Office.

4. Partial receiving reports are used when some items are delivered, but not the entire order. The yellow or gold copy is retained by the department and a copy is furnished to the Clerk's Office with the appropriate delivery ticket(s) that show each item received. On completion of the order the yellow or gold copy of the original purchase order is to be marked complete, signed, and dated, then with the appropriate delivery ticket(s) is sent to the Clerk's Office.
5. When signed for services performed, sign only for what was actually performed. Never sign blank invoices or service tickets. Always insist that a copy be left by the vendor with your department.
6. If items received are damaged or defective, the receiving departments should not use the items and immediately notify the vendor for resolution. The receiving department shall not sign the yellow copy of the purchase order until corrected or replaced by the vendor.
7. When the purchase order is completed, then the department's copy of the requisition is to be filed in a "Completed Requisition File."

E. Purchase Order Follow Up

1. Departments initiating requisitions should keep track of all outstanding requisitions and coordinate with the Clerk's Office to insure requisitions have been received and are valid.
2. One of the functions of the Clerk's Office is to supply equipment, supplies, or services to fulfill requirements. This function is not complete until satisfactory delivery of such items has been made. Follow up of outstanding purchase orders is made as follows:
 - a. The Clerk's Office will review open purchase orders upon being notified by the ordering departments that items are past due or needed.
 - b. The Clerk's Office will notify the Department Head of the open purchase order. The Department Head will either write or telephone the vendor to check on the purchase order. Negative replies from the vendor will result in a follow-up contact requesting specific reasons as to why delivery has not been made as promised. A new, realistic delivery date will be established if the vendor has a bona fide reason for delay. If not, the order is subject to

cancellation. The ordering department will then be notified.

- c. Continued broken promises and/or poor service shall result in the Director of Purchasing evaluating such performance to determine if the vendor should be removed from the bid and quotation list.

F. Canceling of Purchase Orders

1. When a department determines that an order is to be cancelled, the Purchasing Director must be notified.
2. The Department Head may cancel the order verbally and the action must then be confirmed in writing. If the order can be cancelled, the Department Director will forward the receiving copy of the purchase order to Finance Department with the word CANCELLED, authorized signature and date thereon to unencumber the funds.
3. The Department Director will mark the Clerk's Office file copy and the receiving copy that he/she has cancelled the order. These are to be signed and dated.

G. Exceptions

Local vendors may be given a 10 percent consideration over out of town vendors. When considering non-local vendors, shipping and/or travel costs must be taken into account, as well as the time it takes to obtain the goods or services.

III. SEALED BIDS (\$5,000 and up)

This method is used when the following conditions exist: (a) a complete, adequate and realistic specification or purchase description is available; (b) two or more responsible suppliers are willing and able to compete effectively for Lafayette County's business; (c) the procurement lends itself to a firm, fixed-price contract (a specified price to be paid when the items or services are delivered); and (d) selection of the successful bidder can appropriately be made principally on the basis of price; (e) projected costs may exceed \$5,000. Bids are solicited in publications and kept in confidence until there is a public bid opening. A firm-fixed price contract is awarded to the responsible contractor whose bid is responsive and lowest in price.

A. Exceptions to sealed bid and award method include:

1. Emergency Purchases – When accompanied by a memo of justification and approved by the County Commissioners.
2. Repairs to Existing Equipment – When accompanied by a memo stating only one firm can or should repair the equipment.
3. Sole-Source Items – When accompanied by a memo of justification approved by the County Clerk of Circuit Court following Board approval, (a) After solicitation from a number of sources, competition is determined inadequate; (b) The item or services required are available only from one source; (c) Public exigency or emergency is such that urgency will not permit a delay beyond the time needed to employ one of the other methods described herein.
4. Exempt Purchases – During the normal course of general operations, it is expected that certain purchases are highly dependent upon market conditions or extenuating circumstances that although may be influenced by the county, are none the less, generally considered beyond the scope of these purchasing policies and are as follows:
 - a. Insurance
 - b. Utility services, utility maintenance or replacement of commodities
 - c. Pre-existing contractual agreement
 - d. County Clerk authorized agreements
 - e. State or Federal procurement contracts or agreements
 - f. Property and easement acquisitions
 - g. Legal proceedings

B. Bid Advertisements

1. The invitation shall be publicly advertised in sufficient time prior to the opening of bids. Bids shall be solicited from an adequate number of known suppliers. Fifteen (15) day publication requirement shall apply.
2. The invitation, including specifications and attachments, must clearly describe the goods or scope of services required in order to permit bidders to be responsive to the invitation.
3. All bids must be opened publicly at the time and place stated on the invitation for bids.

4. A firm, fixed-price contract award must be made in writing to the lowest responsive bidder.
5. The county reserves the right to reject any and all bids on the basis of inconsistency or non-compliance with specifications and for specific overriding reasons, to which the reason for bid rejection must be entered into the public record of Lafayette County proceedings.

IV. MISCELLANEOUS

A. Capital Outlay

Capital outlays are defined as any tangible item purchased with a cost of \$750 or more and an expected life of one or more years. All capital outlays require Board approval.

B. Supplies (Office)

All supplies used in the offices of each department (i.e. pencils, pens, paper products, etc.) will be required to follow the same procedures as purchases more than \$200. A purchase requisition is to be filled out by the department head and sent to the Clerk's Office. If a supply costs more than \$500, follow the documented telephone quotes procedure.

C. Payments

Invoices are submitted to the Clerk's Office for examination and payment. The Clerk's Office will ensure that all steps are completed and the payment is within the appropriate guidelines. Then a warrant list will be presented to the Board of County Commissioners by the Clerk's Office. Once approved, the payments will be distributed by the Clerk.

1. Exceptions
 - a. Payrolls and all distributions associated with the payrolls
 - b. Inter-fund Transfers
 - c. Personal Contracts (Approved by the Board)
 - d. Refunds of Deposits
 - e. Travel and Per Diem

BOOK 28 PAGE 472

Primary Partner
Memorandum of Understanding
Between
Enterprise Florida, Inc.
And
Lafayette County Development Authority

This Memorandum of Understanding has been entered into this ___ day of _____, 2008 between Enterprise Florida, Inc. and the **Lafayette County Development Authority** (known here as "EDO").

Enterprise Florida is the principal economic development organization for the State of Florida (§288.9015 F.S.), designed and structured as a public-private partnership for the express purpose of improving the quality of life for Floridians through the enhancement of the State's economy and economic competitiveness in the global economy. **Lafayette County Development Authority** is the primary local Economic Development Organization (EDO), established in **Lafayette County** for the express purpose of improving the quality of life in **Lafayette County** through the creation of jobs, increased capital investment, increased local competitiveness for business development, and general economic activity.

It is the intent of the state of Florida that Enterprise Florida coordinates its operations with local economic development organizations (§288.90151 (2) F.S.) in order to maximize their mutual investment to create jobs for Floridians.

This Memorandum of Understanding identifies general areas of responsibility for and between Enterprise Florida and the EDO but is neither all-inclusive nor legally binding. Rather, it establishes the parameters for a successful partnership between Enterprise Florida and the EDO.

Leadership

- ⇒ Enterprise Florida will provide the overarching guidance and direction needed to facilitate the development of the statewide strategic plan. Local and regional economic development organizations are encouraged to participate and offer input that will enhance all of Florida's regions with value added jobs, wealth creation, and economic diversification.
- ⇒ Enterprise Florida will actively work to establish and promote a pro-business climate for Florida, its regions and communities; and improve the individual and collective tools supporting economic development (capital formation, business "incentives", et. al.)
- ⇒ The EDO agrees to serve as the primary contact for Enterprise Florida, in its county, by disseminating and publicizing information on Enterprise Florida programs and initiatives to local businesses and other traditional consumers of economic development information.

Business Development

- ⇒ Enterprise Florida will generate "prospect" leads at the State level and disseminate those leads to local EDO's that meet the prospect's stated criteria for a relocation/expansion site. In return the EDO will effectively communicate any results back to Enterprise Florida in a timely manner.
- ⇒ Enterprise Florida will establish templates for EDO's to use when responding to a prospect inquiry. The EDO agrees to use the established templates to reinforce the professionalism of Florida's economic organizations.
- ⇒ Enterprise Florida will provide international trade and export assistance and resources for use by the EDO and will partner with the EDO to assist local companies with these services.
- ⇒ Enterprise Florida will act as a state clearinghouse for information on Florida's business incentives and programs supporting job growth; and will work, in close cooperation with the Office of Tourism Trade and Economic Development and other agencies as appropriate, to support the EDO applications for and use of state incentives.
- ⇒ The EDO agrees to conduct 10 E-synchronist, or equivalent, existing industry interviews each year or provide 20 company names, with contact information, to Enterprise Florida. If the EDO decides to conduct the interviews, at least five need to be conducted in the first half of the fiscal year (EFI's fiscal year begins on June 30).

Marketing

- ⇒ It is recognized that Enterprise Florida is responsible for marketing and branding Florida as a business destination. The EDO is responsible for marketing its respective communities, defining its economic vision and image, and ensuring that its message does not contradict the established statewide marketing campaign.
- ⇒ Enterprise Florida will communicate the statewide marketing program broadly among local economic development practitioners. The EDO agrees, when appropriate, to support Enterprise Florida's various marketing programs, including statewide coordinated trade shows, prospect missions, advertising, consultant events and other cooperative ventures.
- ⇒ Enterprise Florida collects information on Florida's economic development activity. Recognizing the value of the State's pro-business image derived from this data, the EDO agrees to cooperate with this effort and provide data within the specified parameters, by stated deadlines, to Enterprise Florida.

- ⇒ The EDO may utilize the "eflorida.com" logo in local EDO marketing material, ads, stationary, business cards, websites and promotional material with prior approval. Please contact Enterprise Florida marketing for logo graphic files.
- ⇒ Enterprise Florida provides a variety of market & industry analyses for strategy and business intelligence. The EDO may use information from resources produced by Enterprise Florida but agrees to source that information to Enterprise Florida to comply with copyright regulations.
- ⇒ Enterprise Florida provides a directory of primary EDO contacts on the eflorida.com website, and includes a link to EDO websites. The EDO will provide a reciprocal link back to the eflorida.com website.

Partnership

- ⇒ The EDO agrees to be a positive and supportive proponent of Enterprise Florida at both state and local levels.
- ⇒ Enterprise Florida agrees to assist the EDO in communicating the impact and significance of the local economic development effort at both the State and local level.
- ⇒ Enterprise Florida and the EDO will maintain their own autonomy.
- ⇒ Neither Enterprise Florida nor the EDO will compete for public or private economic development dollars that have been earmarked for the other. Notwithstanding the fact that Enterprise Florida is mandated by the state's Legislature to raise funds from the private sector, the existing sources of funds, and the funding levels of local organizations will be recognized and respected.
- ⇒ The EDO will notify EFI when there is a change in leadership.
- ⇒ This document shall remain in force until the local county selects a new representative economic development organization and EFI receives written notification.

John A. Adams Jr., President & CEO
Enterprise Florida, Inc.

John Singletary, Vice Chairman
Lafayette County Development
Authority

Effective: _____, 2008