

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

February 6, 2024  
9:30 AM  
Bradford County Courthouse  
945 North Temple Avenue  
Starke, Florida 32091

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AGENDA

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1. Chair to call meeting to order.
2. Public Comments
  - Three (3) minutes per speaker;
  - Comments will not be accepted after the meeting begins;
  - State your name and address into the record before addressing the board;
  - Address your questions to the board, not county staff;
  - Refrain from demands for an immediate board response; and
  - No boisterous behavior, personal, impertinent, or slanderous remarks.
3. Approval of Consent Agenda ACTION
  - A. Meeting Minutes from 12-21-2023
  - B. Florida Challenge: TDC Marketing Event Invoice (\$7,500)
  - C. Approval of the purchase of a John Deere 85P Excavator to replace the 75G for mowing the rights-of-way. (\$65,700)
  - D. State EMS Matching Grant Approval for Emergency Ventilators for all Apparatus (Maximum \$56,275.05 Grant Match, Allocated in Budget)
  - E. Approval of Bradford County Transportation Plan 2023-2027
4. Proclamation of Hazardous Materials Awareness Weeks as February 19-25, 2024 ACTION
5. Strategic Planning Goals and Objective Measures ACTION
6. Community Paramedicine Proposal – Bradford County Fire and Rescue
7. Clerk Reports – Denny Thompson, Clerk to the Board and Clerk of the Circuit Court
8. Sheriff Reports – Gordon Smith, Sheriff
9. County Manager Reports – County Manager, Scott Kornegay Discussion
  - A. Amendments to “Bradford County Board of County Commissioners Rules of Procedure”

10. County Attorney Reports – Richard Komando

11. Commissioner's Comments

12. Chair's Comments

NOTICE:

Pursuant to Section 286.0105, Florida Statutes, notice is hereby provided that, if a person decides to appeal any decision made by the Board of County Commissioners of Bradford County, Florida with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: February 6, 2024

AGENDA ITEM Meeting minutes from 12-21-2023.

DEPARTMENT: Clerk's Office

**BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA**

**December 21, 2023**

**6:30 P.M.**

**Bradford County Courthouse**

**945 North Temple Avenue**

**Starke, Florida 32091**

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**MEETING MINUTES**

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**BOARD MEMBERS PRESENT:** Commissioner District 1 – Chair Carolyn Spooner  
Commissioner District 4 – Vice-Chair Danny Riddick  
Commissioner District 2 – Kenny Thompson  
Commissioner District 3 – Joseph C. Dougherty

**BOARD MEMBERS NOT PRESENT:** Commissioner District 5 – Diane Andrews

**PRESS PRESENT:** Bradford County Telegraph

**STAFF MEMBERS IN ATTENDANCE:** County Manager Scott Kornegay; Executive Assistant Amanda Brown; County Attorney Rich Komando; Clerk Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana LaFollette; Supervisor of Elections Amanda Seyfang; Tax Collector Teresa Philips; Public Works Director Jason Dodds; Solid Waste Director Bennie Jackson; and Fire Rescue Chief Ben Carter.

1. **CALL TO ORDER:** Chair Spooner called the meeting to order at 6:30 P.M.

2. **PUBLIC COMMENTS**

- Vyunda Strong

3. **APPROVAL OF CONSENT AGENDA ITEMS:**

**A. SHIP - PURCHASE ASSISTANCE – LOAN MODIFICATION AGREEMENT FOR FILE – AURORA L. WARREN/B. WARREN.**

**B. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS FOR MORE THAN ONE YEAR LEVIED IN BRADFORD COUNTY, FLORIDA, TO FUND COSTS INCURRED BY THE COUNTY IN PROVIDING FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES EACH YEAR; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

It was **MOVED** by Commissioner Dougherty and **SECONDED** by Commissioner Thompson to approve the consent agenda.

**Discussion** - none

**Motion Carries 4-0**

**4. SCARLETT CYBERSECURITY AUDIT PRESENTATION.**

Chair Spooner recognized Jay Fowler, Executive Vice-President with Scarlett Cybersecurity who shared that his team completed their audit of Bradford County's technology infrastructure, systems operations, and security risks as part of Florida Statutes 282.318 cybersecurity compliance. Mr. Fowler advised that Bradford County's results are in alignment with the average of other counties audited by Scarlett. He reported that there are areas that need attention and that the audit results have been shared with the County Manager's Office.

**Discussion** – none

**5. CONSIDER APPROVAL UNDER FSA BID NO. FSA23-VEH21.0, FROM NEXTRAN TRUCK CENTER FOR A NEW 2025 MACK GR64B ROLL-OFF GARBAGE TRUCK - \$218,971.**

**Discussion:**

- Verification that the amount would be covered by funds in the county budget.

It was **MOVED** by Commissioner Thompson and **SECONDED** by Commissioner Riddick to approve the purchase of a 2025 MACK GR64B roll-off garbage truck.

**Motion Carries 4-0**

**6. PURCHASE IBM AS/400 (EQUIPMENT FOR TAX COLLECTOR) – \$60,046 (SOLE SOURCE).**

**Discussion:** none.

It was **MOVED** by Commissioner Dougherty and **SECONDED** by Commissioner Thompson to approve the purchase IBM as/400 \$60,046 as sole source.

**Motion Carries 4-0**

**7. APPROVAL OF QUOTE FROM STERTIL-KONI USA, INC. FOR HEAVY DUTY LIFT EQUIPMENT UNDER STATE CONTRACT/SOLE SOURCE - \$108,169.30.**

**Discussion:**

- Capability of lift: 6 post portable, capable of 19 thousand at each post, big enough to lift a dump truck and firetruck, includes jack stands.

It was **MOVED** by Commissioner Dougherty and **SECONDED** by Commissioner Thompson to approve quote from Stertil-Koni USA, Inc. for heavy duty lift equipment under state contract/sole source - \$108,169.30.

**Motion Carries 4-0**

**8. CLERK REPORTS – DENNY THOMPSON – No reports.**

**9. SHERIFF REPORTS – GORDON SMITH – No reports.**

**10. COUNTY MANAGER REPORTS – SCOTT KORNEGAY**

**A. SURPLUS PROPERTY – DIRECTION TO STAFF FOR THE LISTINGS OF THE BROOKER WORKSHOP AND PIZZA HUT ON GOVDEALS.**

Mr. Kornegay asked the board for guidance regarding what to do with surplus property – the old Pizza Hut building and the Brooker workshop - that is advertised on Gov Deals but has not drawn any interest. He suggested that the board could consider reducing the price on Gov Deals, live auction of the property, or list the property on auction.com. According to Mr. Kornegay, one of the problems he has with Gov Deals is the costly buyers charge of 13%.

**Discussion:**

- Comments not in favor of reducing the sale prices.
- Comments in favor of keeping the surplus property on Gov Deals and listing it on auction.com.
- Remarks that the fact that the year is almost over may be the reason for the lack of interest in Gov Deals.

**The board was in CONSENSUS to keep advertising the property on Gov Deal, list it on auction.com, and check in again in two months.**

Mr. Kornegay reported that he participated in an active assailant exercise at the new elementary school. He commended the sheriff's office for the well-organized event. He acknowledged Lt. Brad Witt, Col. Smith, Chief Carter, and Captain Mobley who participated in the event.

**11. COUNTY ATTORNEY REPORTS – RICHARD KOMANDO. None.**

**12. COMMISSIONER'S COMMENTS**

**Vice Chair Riddick**

- Comments on the meaning of Christmas.
- Comments expressing gratitude to county staff.

**Commissioner Dougherty**

- Compliments to Chair Spooner for organizing the workshop on strategic planning.
- Congratulations to Bradford High School football team on their football season.
- Recognized public works – road department for getting roads in working condition after recent storm.
- Thanked Mr. Kornegay for his continued efforts on the Douglas Building project.

**Commissioner Thompson:**

- Comments expressing gratitude to county staff.

**13. CHAIR’S COMMENTS**

- Comments expressing appreciation to the board and staff.
- Compliments on the library’s Christmas carnival event.
- Compliments on the City of Starke’s Christmas parade.
- Congratulations to Bradford High School football team on their football season and bringing the community together.
- Comments on the Douglas Building project.

**ADJOURN:** There being no further business, the meeting adjourned at 7:02 p.m.

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA**

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**CAROLYN SPOONER, CHAIR**

**ATTEST:**

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**DENNY THOMPSON, CLERK TO THE BOARD**

**MINUTES PREPARED BY:**

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**RACHEL RHODEN, CHIEF DEPUTY CLERK**

**Minutes approved by the BOCC during a scheduled meeting on:** \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 6, 2024

AGENDA ITEM Florida Challenge

DEPARTMENT: Bradford County Tourist Development Council

PURPOSE Promote Bradford County

ASSOCIATED COST(S): \$7500.00

BUDGET LINE (G/L #): **002-86-552-48010-00**



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 06, 2024 (or next meeting should this be unavailable)

AGENDA ITEM: Florida Challenge

DEPARTMENT: Bradford County TDC

PURPOSE/DESCRIPTION: Marketing of Bradford County

ASSOCIATED COST(S): \$7,500.00

BUDGET LINE (G/L #): 002-86-552-48010-00

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TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

RECOMMENDED ACTION:

RECOMMENDED MOTION:

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AGENDA ITEM APPROVAL

DEPT. REPRESENTATIVE \_\_\_\_\_

SIGNATURE

01/19/2024

DATE

COUNTY MANAGER \_\_\_\_\_

SIGNATURE

DATE

Bradford County Tourist Development Council

Minutes

January 18, 2024

12 Noon

North Florida Regional Chamber of Commerce  
Starke, FL

**Board Members Present:** Steve Futch, Jimmy Crosby, Chuck Kramer, Paula Register, Dale Woodruff, , Gene Melvin, Diane Andrews, (7)

**Board Members Absent:** John Miller, Vincent Esson (2)

**Chamber Staff Present:** Pam Whittle, Susan Norman

**Guests:** Scott Kornegay

At 12:01 PM Chair, Steve Futch called the meeting to order.

**Approval of the minutes from the October meeting,** a motion to approve the minutes was made by Jimmy Crosby the motion was second by Dale Woodruff, motion passed 7-0.

**Financial Report was accepted** motion to accept was made by Paula Register the motion was second by Chuck Kramer, the motion passed 7-0.

The board reviewed a Marketing Grant request from Bradford Sportsmen's Farm for the Florida Challenge to be held February 22 through Feb 25<sup>th</sup>. This event brings people in from all over the United States for this 3 day event, they shop, dine, and stay in our area. This event is held annually and the TDC has supported this event for the past 3 years, and it has continued to grow. Dale Woodruff made a motion to support this event again this year in the amount of \$7500, his motion was second by Diane Andrews and the motion passed 7/0.

REPORTS and INFORMATIONAL ITEMS – Pam presented the board with a new option for the rental document at the GCEJCC with either the entire building or Rooms A and B since there really is no way to block off the 2 rooms. The contract will be modified by Feb 01 to reflect those changes. Jimmy Crosby made a motion to approve the changes and Dale Woodruff second the motion, motion passed 7-0.

The board would like to do a workshop with Kim Morgan from the Clay County TDC and invite, the City and County officials as well as Chamber and Econ Dev group. Scott Kornegay and Pam will work on getting that meeting established.

At 12:57 Dale Woodruff made the motion to adjourn and Diane Andrews second the motion.

Minutes prepared by Pam Whittle, IOM President / CEO NFRCC

**The maximum amount to be granted is \$7,500.00**

The Bradford County TDC meets on the **Third Thursday of the Month**  
Completed applications must be submitted for consideration **60 days prior to the event date.**

**Original and 9 copies are to be submitted to:**

North Florida Regional Chamber of Commerce  
100 East Call Street  
Starke, FL 32091

One week prior to the scheduled TDC monthly meeting on the 3<sup>rd</sup> Thursday of the month.

THE TDC IN MAKING A GRANT FOR FESTIVAL OR OTHER PURPOSES DOES NOT ASSUME ANY LIABILITY OR RESPONSIBILITY FOR THE ULTIMATE FINANCIAL PROFITABILITY OF THE FESTIVAL FOR WHICH THE GRANT IS AWARDED. THE TDC, UNLESS OTHERWISE SPECIFICALLY STATED, IS ONLY A FINANCIAL CONTRIBUTOR TO THE EVENT RESPONSIBLE OR LIABLE FOR ANY DEBTS INCURRED FOR SUCH EVENT. ALL THIRD PARTIES ARE HEREBY PUT ON NOTICE THAT THE TDC WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY COSTS OR DEBTS FOR THE EVENTS THAT ARE NOT PAID BY THE GRANT APPLICANT.

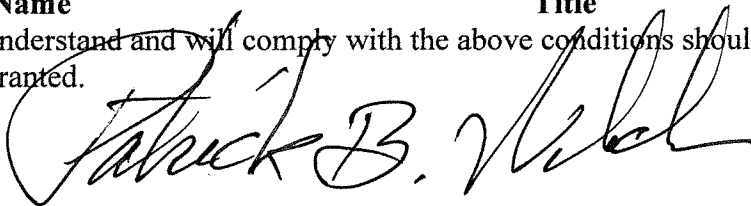
I understand the above guidelines and agree to comply with them.

I understand receipt of grant funding is based upon the organization's compliance with all regulations.

**APPLICANT: I,**

Patrick B. Welch , Co-Owner , 12/28/2023  
**Name Title Date**

understand and will comply with the above conditions should the request of funds be granted.



**TDC Event Marketing Grant APPLICATION**

**INCOMPLETE APPLICATIONS WILL BE RETURNED**

Name of Event: The Florida Challenge

Website: www.bsfsshootingsports.com

Social Media: N/A

Location of Event: Bradford Sportsmen's Farm

Day/Date/Time of Event: Thurs. Feb 22 through Sun. Feb. 25, 2024

Sponsoring Organization: \_\_\_\_\_

Non-Profit Organization? Yes \_\_\_ No X Tax Code Status: \_\_\_\_\_

Is the organization tax-exempt? Yes \_\_\_ No X

Federal ID# (EIN)? 20-3555032

Attach Proper Status Documentation

Contact Person: Pat Welch Title: Co-Owner

Address: P.O. Box 809, Starke, Florida, 32091

Phone: (352)485-1499 Alternate Number (904)964-8292

E-Mail Address: Survey@WelchSurveying.com

If you are awarded a Marketing Grant please list organization or person to make checks

Payable TO: Bradford Sportsmen's Farm

Address: P.O. Box 809, Starke, Florida, 32091

**The maximum amount to be granted is \$7,500.00**

The Bradford County TDC meets on the **Third Thursday of the Month**  
Completed applications must be submitted for consideration **60 days prior to the event date.**

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I understand the above guidelines and agree to comply with them.

I understand receipt of grant funding is based upon the organization's compliance with all regulations.

**APPLICANT: I,**

Patrick B. Welch / Co-Owner / Dec. 27, 2023  
**Name Title Date**

understand and will comply with the above conditions should the request of funds be granted.

1. Provide history on the number of room rental nights attributable to this event:

YEAR	MONTH	CITY	HOTEL (S)	# ROOMS
See Attached Letters				

2. Have you reserved rooms in a Bradford County Hotel? If so, please list and attach contracts. Please note if one hotel is designated as "host" hotel.

HOTEL (S)	# OF ROOMS RESERVED	TOTAL ROOM NIGHTS	DATES
Best Western	4	16	2/22-2/25/2024
Hampton Lake B&B	1	4	2/22-2/25/2024

3. How many rooms do you *guarantee* to bring to Bradford County?

None Guaranteed

4. Projection of out-of-town guests for this year's event?

Approx. 250 Shooters plus family & friends of shooters

5. \*Total dollar amount of event marketing funding being requested from TDC?

\$ 7,500.00

**\* Please note that the maximum amount to be granted is \$7,500, you may receive the full amount or a lesser dollar amount.**

6. Itemize expenditures to be funded by this grant, funding for advertising, should have detailed information on the types of advertisement that is utilized. Examples, Radio stations, Magazine publications, Television stations, etc...

ITEM	\$ AMOUNT
Radio outside of Bradford County	N/A
Television outside of Bradford Co.	N/A
Print; <u>Magazines</u> , Newspaper, Posters, Flyers, Signs	Clay Shooting USA \$1,750. <sup>00</sup> Clay Target Nation \$ 750. <sup>00</sup>
Digital Advertising	See magazines listed above
Social Media: Facebook, Twitter, etc....	N/A
Other: Flyer Mail Outs	USPS Mailings \$1,500. <sup>00</sup>
<b>TOTAL Advertising Budget</b>	<b>\$ 4,000.<sup>00</sup></b>

7. List all contributors, sponsors and other sources of funding for this event other than The Tourist Development Council. **Purpose** define as advertising, entertainment, T Shirts, Food or Drinks, etc.....

Name / Business	Amount \$	Purpose
Pro Matic	\$5,500. <sup>00</sup>	Equipment
PMS Firearms	\$2,500. <sup>00</sup>	Miscellaneous
Dick Phillips	\$ 750. <sup>00</sup>	Miscellaneous

8. What additional sources of funding is there for this event other than what is listed in section #7?

Private Sponsorships

9. List any past request made to TDC:

YEAR	\$ AMOUNT REQUESTED
2021	\$ 7,500.00
2022	\$ 7,500.00
2023	\$ 7,500.00

10. Media coverage of **previous years' event**. (Provide to the board copies of Newspaper, magazines, professional periodicals, and social media ads showing coverage of the event. List TV, radio or other coverage received by identifiers and duration of advertisement.)

TYPE OF MEDIA	STATION OR NAME	\$ AMOUNT SPENT	Date TO
Newspaper	Bradford Telegraph	\$ 1,750.00	
	Clay Shooting USA	\$ 750.00	
	NSCA Clay Target Nation	\$ 1,500.00	

11. What is the estimated economic impact in dollars for last years' event to Bradford County?

\$ 250,000.00

12. **ATTACH** a complete budget for the event list all expenditures that will be incurred and all sources of income expected.

Not available

13. **ATTACH** a brief description of the event, how many days the event will be in operation, what activities will be occurring during the event, any other special items that the TDC board should know about the event.

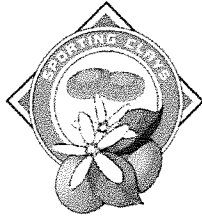
\* See "Event Description" Attachment after page 8



**Event Budget**

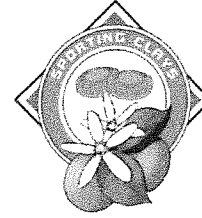
**Event Description**

See Attached Event Flyer For Event Description



BRADFORD SPORTSMEN'S FARM

# THE FLORIDA CHALLENGE



February 22-25, 2024 / Bradford Sportsmen's Farm  
11394 SW 106th Avenue, Graham, FL 32042

## SHOOTING EVENTS

### MAIN EVENT

200 Targets: \$295 + Fees  
North & West courses

### PAYOUTS

HOA-\$2000, RU-\$1000

M-E Class:

1st-\$400, 2nd-\$300

3rd-\$200, 4th-\$150

5th-\$100

Concurrents:

1st-\$300, 2nd-\$200

3rd-\$100

### PRELIM

Thurs/Fri

Each course 100 targets

Thurs (North) \$130 + Fees

Fri (West) \$130 + Fees

\$15 BTC split 50/30/20

### FITASC

Fri/Sat/Sun

100 Targets: \$175 + Fees

HOA-\$500, RU-\$400

M-E class:

1st-\$300, 2nd-\$200,

3rd-\$100

### SUB-GAUGE

410, 28, and 20

50 targets: \$75 each + Fees  
or \$210 + Fees for all three  
gauges. Not squadded.

Shoot from 9 AM - 3:30 PM

Thurs/Fri/Sat

### SUPER SPORTING

100 targets: \$150+ Fees

Not squadded. Shoot times

Thurs/Fri/Sat 9 AM - 3:30 PM

Sunday 9 AM - 2:30 PM

HOA-\$300

\$20 BTC split 60/40

### 5-STAND

50 Targets: \$75 + Fees

Fri/Sat/Sun

\$10 BTC split 60/40

### GAMES

Make-A-Break

Practice 5-Stand

### SATURDAY NIGHT

#### SHOOT-OFFS

Prelim Shoot-Off:

\$3500 up for grabs

\$500 to each class

Top two shooters from

all classes M-E from

Thurs & Fri Prelim

(combined scores) will

shoot.

1st each class - \$300

2nd each class - \$200

Must be registered for

the Main Event to

participate.

SCORE/CHASER

Florida Sporting Clays Association  
Bradford Sportsmen's Farm 11394 SW 106th Avenue Graham, FL 32042



801 Mid America Dr., Plattsburg, MO 64477

# Shoot Sponsorship Agreement

No: 13471

Date: 12-08-21

Payment Due Date: 01-24-22

Acct Cd: BRADFORDSPORTS

**Bradford Sportsmen's Farm**  
 Pat Welch  
 P.O. Box 355  
 Graham FL 32042  
 USA

**This Shoot Sponsorship Agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic, or other copies shall have the same effect for all purposes as an ink-signed original.**

SHOOT: Florida Challenge - Bradford Sportsmen's Farm Feb 24th - 27th, 2022.

**TERMS OF SPONSORSHIP:**

Promatic will provide 30 traps for event use, with delivery scheduled at least 3 days prior to the event. A Promatic technician will assist in equipment setup and removal from the course, and provide operational support during the shoot.

With your payment to offset event related expenses, the total value of this sponsorship is \$9,500.

In exchange for the above Sponsorship, Bradford Sportsmen's Farm agrees to:

- . Provide payment to cover event related expenses by the payment due date noted
- . Provide complimentary entries for 2 Shooters to participate in the Main Event
- . Provide complimentary hookup for 1 motor home
- . Provide food & lodging for the Promatic technician
- . Assist Promatic with equipment setup and removal
- . Provide insurance for equipment while it is on event property
- . Pay repair costs for equipment damaged during the event
- . Use Sporting or Pheasant grade clays only (no skeet)
- . Set traps to perform within their capabilities in regard to such settings as tilt angles & spring tension
- . Prominently display Promatic banners at the event
- . Identify Promatic as a major/title sponsor in a prominent location on all printed materials (web & hard copy)

**\*EXCLUSIVITY OPTION:**

Promatic, Inc. will provide a discount for Exclusivity during the event and setup of the event. During the Exclusivity Period your club will not directly or indirectly, through any employee, agent, or otherwise, will not permit any of its agents to solicit, initiate, or encourage, promote or have on grounds any other brand of clay target throwers without written consent from Jim Moses, CEO or Heyward Cunningham, Vice President.

**CUSTOMER ACCEPTANCE:**

DocuSigned by:  
 Signature: Pat Welch Date: 12/8/2021

Promatic Shoot Support	\$ 9,500.00
Sponsorship/ Exclusivity Option	\$ -5,500.00

<b>Subtotal</b>	<b>USD 4,000.00</b>
<b>Sales Tax</b>	<b>0</b>
<b>Total Amount Due</b>	<b>\$ 4,000.00</b>

NOTE: SALES TAX IS NOT INCLUDED AND WILL BE ADDED TO ALL SALES MADE TO THE FOLLOWING STATES UNLESS A VALID SALES TAX EXEMPTION CERTIFICATE IS ON FILE WITH PROMATIC: AR, CT, FL, IL, LA, MD, MI, MO, NV, RI, WI, UT and TX.



**Best Western  
Motor Inn**

1290 North Temple Avenue  
Starke, Florida 32091  
(904) 964-6744  
Fax: (904) 964-3355

January 14, 2015

Ladies and Gentlemen:

The purpose of this letter is to inform you of the economic benefit of having a facility such as Bradford Sportmen's Farm in our community.

Throughout the year, there are numerous events that are held at the Farm that draw out of town visitors and competitors. These visitors are vital for the success of the many merchants and service providers in the county. These visitors contribute to the bottom line of the restaurants, motels, retail stores, and service stations just to name a few.

The Bradford Challenge is the big event that contributes the most impact. During that weekend, there are hundreds of people in town spending their dollars at our local establishments.

As a representative of three lodging establishments in this area, I would estimate the volume of business in lodging directly correlated to the Farm to be \$30,000-\$50,000 annually. Keep in mind that these visitors are also patrons to the other establishments in the area such as restaurants and pubs.

In conclusion, I would like to thank you for your time in reading this letter, and thank Mr. Pat Welch for the outstanding job he does in promoting the farm to out of town visitors, and his dedication to the positive impact that this community receives from the Farm.

Thanks again,

A handwritten signature in black ink, appearing to read "Rocky Patel".

Rocky Patel  
386-965-8789

To Whom It May Concern:

It is my pleasure to be associated with Pat Welch and Bradford Sportmen's Farm shooting range. The range attracts visitors from many different areas of our country, and our company is proud to welcome these visitors to our hotels in Bradford County.

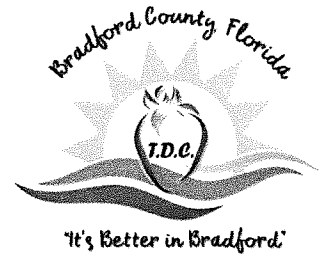
These visitors are patrons of our hotels, restaurants, service stations, and many other local businesses in Bradford County. The economic impact that the range brings to Bradford County is very welcomed by the local business leaders.

In closing, please consider requests by the leaders of the range for funding from the TDC with the utmost consideration due to the economic impact that the visitors bring to the county.

Rocky Patel

Best Western Starke/Americas Best Value Inn Starke

A handwritten signature in black ink, appearing to read 'Rocky Patel', written in a cursive style.



Friday, January 19, 2024

Scott Kornegay  
Bradford County Manager's Office  
PO Drawer B  
Starke, FL 32091

At the Bradford County TDC meeting held January 18, 2024 the TDC board voted to support the advertising efforts of the Florida Challenge, Feb. 22 and 25, 2024.

Please place this request on the next County Commission agenda for payment. I have attached a copy of the TDC minutes approving the expenditure as well as the invoice from Bradford Sportsmen's Farm, Inc. in the amount of \$7,500.00, and the Agenda Item Information Sheet.

If there are any questions I may be reached at the Chamber office by calling 904-964-5278, or by cell 904-364-7051.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Pam Whittle".

Pam Whittle, IOM  
President / CEO  
North Florida Regional Chamber of Commerce

[BradfordCountyFloridaTourism.com](http://BradfordCountyFloridaTourism.com)

Chairman. John Miller Board Members: Diane Andrews, Vincent Esson, Steve Futch, Chuck Kramer,  
Paula Register, Jimmy Crosby, Dale Woodruff, Gene Melvin



**Bradford County  
Tourism Development Council**  
100 East Call Street  
Starke, FL 32091

Friday, January 19, 2024

"Our mission is to give tourists a reason to visit our region of Florida."

Amount Due: \$ 7,500.00

Amount Paid: \$ \_\_\_\_\_

**Bradford County Tourism Development Council**

**Bradford Sportsmen's Farm \$7,500.00**  
Florida Challenge Feb. 22—25, 2024

**Payable to:**

Bradford Sportsmen's Farm  
PO Box 809  
Starke, FL 32091

**Mail to:**

Bradford Sportsmen's Farm  
PO Box 809  
Starke, FL 32091

Pat Welch 352-485-1499  
survey@welchsurveying.com



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: 1/16/2024

AGENDA ITEM Meet 2/6/2024 John Deere 85P Excavator To Replace  
The 75G for mowing. R/W

DEPARTMENT: Public works

PURPOSE: R/W mowing

ASSOCIATED COST(S): 65,700

BUDGET LINE (G/L #): 105-29-541-64000-05

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

PURCHASE BETWEEN ~~\$5,001 to \$25,000~~

QUOTE DOCUMENTATION FORM

1. Attached three (3) written quotes to this form.
2. Obtain a Purchase Order.
  - Attached this form AND three written quotes in the ADG finance system under your requisition request for a purchase order.

<sup>Bid</sup>  
FSA# FSA23-Equ21.0 Heavy Equipment  
Date: 1/23/2024  
Department: Public Works  
Contact Person: Jason Dodds  
Item or Project: 2023 John Deere 85P  
Justification: Replace John Deere 75G  
G/L Number: 105-29-541-64000-05

RECOMMENDED QUOTE 1

Vendor: Beard Equipment Co.  
Quote Price: \$ 65,700 Note: FSA Bid # FSA23-Equip21.0  
County Manager (or Designee) Signature: AB for SSK

QUOTE 2

Vendor: Ring Power FSA Bid # FSA20-Equip18.0  
Quote Price: \$ 87,135

QUOTE 3

Vendor: \_\_\_\_\_  
Quote Price: \$ \_\_\_\_\_



# BEARD EQUIPMENT CO.



#1

September 14, 2023

Mr. Jason Dodds  
Bradford County Road Department

Jason, thank you for the opportunity to provide the following quotes for your consideration. Please let me know if you have any questions or need additional information. The following equipment is represented in the Florida Sheriffs Association 2023 Statewide Contract -FSA Bid #FSA23- EQU21.0 Heavy Equipment

One new **2023 John Deere 85P** excavator with the following additional features – Hydraulic Thumb, Hydraulic Quick Coupler, Auxiliary hydraulic flow and independent control to run a mulching head and 24” Heavy Duty construction bucket with teeth. Also included 5-year subscription to JD Link machine health monitoring service.

Warranty 2 year/2000-hour comprehensive (full) machine coverage with free travel time and mileage (TTM) for warranty repairs.

Delivered Sell Price **\$149,700.**

Trade offer for John Deere 75G serial number ending in 016249 **\$34,000. - Trade**

Trade offer for Cat D5N serial number CATOOD5NHAKD00876 **\$50,000. - Trade**

**65,700 GL# 105-29-541-64000-05**

*SSK*

Best regards,  
Steve Carter  
Beard Equipment Company  
Lake City, FL  
904 769 9220

**Mobile, AL**  
2480 E. I-65 Service Rd. N./ 36617  
251-456-1993

**Pensacola, FL**  
3195 W. Nine Mile Rd./ 32534  
850-476-0277

**Panama City, FL**  
4625 Highway 231 N./ 32402  
850-769-4844

**Freeport, FL**  
33 Industrial Court/ 32439  
850-835-3337

**Jacksonville, FL**  
6870 Philips Highway/ 32216  
904-296-5000

**Lake City, FL**  
2578 SE Baya Dr./ 36055  
386-752-9544

**Palatka, FL**  
356 N. Highway 17/ 32177  
386-325-6268



#2

Ring Power Corporation  
 390 SW Ring Court  
 Lake City, Florida 32025

**QUOTE PER THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT**

Quote Prepared For:  
 Bradford County

8/28/2023

**(1) NEW CATERPILLAR 309 HYDRAULIC EXCAVATOR**

**CONTRACT DETAILS**

Florida Sheriff's Association  
 Bid # FSA20-EQU18.0  
 Item # 52, Hydraulic Excavator - 15,590 LB.  
 Contract Effective Dates: October 1, 2022 Through September 30, 2023

**BASE MACHINE**

BASE	Caterpillar 308 Per Sheriff's Contract Specifications	\$140,128
614-2524	Upgrade to 309 CFG16B, Base Machine Only	<u>(\$2,598)</u>
<b>TOTAL OF BASE MACHINE</b>		<b>\$137,530</b>

**NON-SPECIFIED OPTIONS**

518-6184	ENGINE, EPA TIER 4 FINAL	INCL
511-6253	ELECTRICAL ARR, C3.3 HRC	INCL
382-8757	DRAIN, ECOLOGY	INCL
511-6157	ALARM, TRAVEL	INCL
511-6217	LIGHTS, LED	INCL
511-6219	RADIO	INCL
512-2573	BOOM, SWING	INCL
525-6657	COUNTERWEIGHT, EXTRA	INCL
557-1709	SOFTWARE, PROP, CONTROL	INCL
557-1710	SOFTWARE, STICK STEER CONTROL	INCL
557-1711	KIT, 2 WAY CONTROL	INCL
557-1713	SOFTWARE, CODED START	INCL
563-2091	STICK, LONG, HIGH FLOW	\$4,580
514-8055	LINES, BOOM	NC
514-8067	LINES, STICK	NC
568-1567	LINKAGE, BUCKET W/ LIFTING EYE	\$760
605-3340	EOU HOUSE SWING COVER, 8T	NC
567-3575	STD BLADE, LONG U/C, TG W/PAD	\$12,030

510-6070	SEAT, AIR SUSP, FABRIC, HEATED	\$1,155
510-6085	BELT, SEAT, 3" RETRACTABLE	NC
511-6177	MONITOR NEXT GEN, ADVANCED, CR	\$1,415
557-5123	PRODUCT LINK, CELLULAR PLE643	NC
511-6235	CAMERA, REAR VIEW	\$570
522-6460	CAT KEY, WITH PASSCODE OPTION	NC
523-3994	INSTRUCTIONS, ANSI	NC
421-8926	SERIALIZED TECHNICAL MEDIA KIT	NC
415-2556	HEATER, WATER JACKET	\$300
610-5484	ROTATING BEACON	\$267
520-0778	CONTROL, QUICK COUPLER	\$1,395
516-1613	LINES, AUX, QC, LONG STK	\$1,395
555-8731	FILM, COUPLER, ISO	NC
571-3698	KIT, WINDOW, FRONT, POLYCARBONATE	\$1,986
	SUBTOTAL	\$25,853
	LESS 20% SHERIFF'S CONTRACT DISCOUNT	(\$5,171)
<b>TOTAL OF NON-SPECIFIED OPTIONS</b>		<b>\$20,682</b>

**CAT WORK TOOLS**

444-7498	COUPLER, PG, MANUAL DUAL LOCK, 7-9T	\$2,618
295-5952	BUCKET-HD, 24", 8.1 FT3, 7T	\$2,528
306-5662	BUCKET-DC, 54", 13.2 FT3, 7T	\$3,563
308-0324	PINS, BUCKET, 50MM, (2) @ \$ 125/SET	\$250
	SUBTOTAL	\$8,959
	LESS 12% SHERIFF'S CONTRACT DISCOUNT	(\$1,075)
<b>TOTAL OF CAT WORK TOOLS</b>		<b>\$7,884</b>

**WARRANTY**

24 MONTH / 2000 HOUR NEW MACHINE	INCL
<b>60 MONTH / 2500 HOUR PREMIER</b>	<b>\$1,180</b>

TOTAL TRANSACTION PRICE	\$167,276
LESS ONE TIME ADDITIONAL DISCOUNT	(\$12,141)
TOTAL TRANSACTION PRICE	\$155,135
LESS TRADE OF CAT D5N SN# AKD00876	(\$40,000)
LESS TRADE OF DEERE 75G SN# 016249	(\$28,000)
<b>TOTAL TRANSACTION PRICE INCLUDING TRADES</b>	<b>\$87,135</b>

Best regards,

Todd Sandlin  
Vice President / Regional Manager  
Ring Power Corporation

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: 2-6-2024

AGENDA ITEM State EMS Matching Grant Approval

DEPARTMENT: Fire Rescue

PURPOSE: Approval needed to apply for the State EMS Matching Grant.  
Applying for new emergency ventilators for all apparatus.

ASSOCIATED COSTS: Maximum of \$56,275.05 for match. Allocated in budget.

G/L ACCOUNT: 111-54-526-99200-00

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 6, 2024

AGENDA ITEM Approval of Bradford County Transportation Plan 2023-2027

DEPARTMENT: Department of Children and Families, Northeast Region  
Substance Abuse and Mental Health Program Office

PURPOSE: The Bradford County Transportation Plan is developed by LSF, DCF, Law Enforcement, and applicable receiving facilities to coordinate transportation services. The Board does not have to do anything to implement, only approval of the plan is being sought.

**Bradford County**  
**Transportation Plan**

In accordance with:

Florida Statute 394, Baker Act; Florida Statute 397, Hal S.  
Marchman Alcohol and Other drugs Services Act

Three Year Plan  
2023-2027

Department of Children and Families  
Northeast Region  
Substance Abuse and Mental Health Program Office

Submitted to:  
Shevaun Harris; Secretary  
Department of Children and Families



## TABLE OF CONTENTS

<u>Section</u>	<u>Page Number</u>
Table of Contents	2
Definitions for Terms	3
Introduction to Plan	4
Purpose of Plan	5
Transportation Plan	6
Capacity of the System	7
Choice of Facilities	8
Termination of Transportation Responsibility	9
Oversight of the System	10
Interorganizational Collaboration	11
Approval and Adoption of Plan	12

## DEFINITIONS FOR TERMS

As utilized throughout this Bradford County Behavioral Health Transportation Plan and unless the context clearly indicates otherwise, the following terms shall have the following prescribed definitions:

1. *Baker Act* shall mean Chapter 394, *Florida Statutes*, as amended, sometimes also referred to as *The Florida Mental Health Act*;
2. *Marchman Act* shall mean the *Hal S. Marchman Alcohol and Other Drug Services Act*, Chapter 397, *Florida Statutes*;
3. Private receiving facility shall mean any hospital or facility operated by a for-profit or not-for-profit corporation or association that provides mental health services and is not a public facility;
4. Public receiving facility shall mean any facility that has contracted with the FDCF to provide mental health services to all persons, regardless of their ability to pay, and is receiving state funds for such purpose; and
5. Receiving facility shall mean any public or private facility designated by the FDCF to receive and hold involuntary patients under emergency conditions or for psychiatric evaluation and to provide short-term treatment.

## INTRODUCTION TO PLAN

In accordance with “*The Florida Mental Health Act*” or “*The Baker Act* (hereinafter the “*Baker Act*”),” codified at Chapter 394, *Florida Statutes*; the “*Hal S. Marchman Alcohol and Other Drug Services Act* (hereinafter the “*Marchman Act*”),” codified at Chapter 397, *Florida Statutes*; and Chapter 2016-241, *Laws of Florida*<sup>1</sup>, the Board of County Commissioners of Bradford County, Florida has developed this transportation plan to organize a centralized system for acute care services. This plan has been developed through the contributions of and discussions with community stakeholders as identified on Page 7 of this document.

This plan requires approval by the Board of County Commissioners of Bradford County, Florida, Lutheran Services Florida (LSF) Health Systems<sup>2</sup> and the Florida Department of Children and Families (FDCF). Following that approval, this document will serve as the transportation plan for Bradford County in furtherance of the intent expressed in the aforementioned legislation.

The Board of County Commissioners of Bradford County, Florida intends for this plan to be (1) an arrangement centralizing and improving the provision of services within Bradford County, which may include an exception to the requirement for transportation to the nearest receiving facility or facilities; (2) an arrangement by which a facility may provide, in addition to required psychiatric and addiction services, an environment and services which are uniquely tailored to the needs of an identified group of persons with special needs, such as persons with hearing impairments or visual impairments, or elderly persons with physical frailties; or (3) a specialized transportation system that provides an efficient and humane method of transporting patients to receiving facilities, among receiving facilities, and to treatment facilities.

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<sup>1</sup> Chapter 2016-241, *Laws of Florida*, is the codification of Senate Bill 12, which was passed by the Florida Legislature in March of 2016, presented to the Governor in April of 2016 and signed into law on April 15, 2016.

<sup>2</sup> LSF Health Systems was designated by the State of Florida as the managing entity for the northeast region of the State of Florida, including Bradford County, Florida.

## PURPOSE OF PLAN

Although never reduced to writing<sup>3</sup> in a format such as this formal transportation plan such as this, the previously-developed Bradford County behavioral health transportation plan successfully provided for the needs of Bradford County and its citizens. In the continued best interest of persons in need of public mental healthcare in Bradford County and in accordance with the requirements imposed by Chapter 2016-241, *Laws of Florida*, the Board of County Commissioners of Bradford County, Florida has determined that an amendment and renewal of said plan is necessary in order to continue the successfully-established, centralized *Baker Act* and *Marchman Act* system, known as the revised Bradford County Behavioral Health Transportation Plan. This transportation plan will insure that individuals placed into custody by law enforcement through the involuntary procedure(s) authorized by the *Baker Act* and/or *Marchman Act* will obtain immediate access to acute care services and will reduce the need for inter-hospital transfers for psychiatric and addiction services. Coordination of services among providers in and near Bradford County will continue to meet individual needs.

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<sup>3</sup> Just as was the case for many small, rural, economically-disadvantaged communities such as Bradford County, Florida.

## TRANSPORTATION PLAN

This plan calls for all law enforcement agencies in Bradford County to transport individuals classified as follows as provided for herein:

1. Adults involuntarily taken into custody in accordance with the *Baker Act* shall be transported to Meridian in Gainesville, Florida;
2. Adults involuntarily taken into custody in accordance with the *Marchman Act* shall be transported to Meridian in Gainesville, Florida;
3. Minor children (under the age of 18) involuntarily taken into custody in accordance with the *Baker Act* shall be transported to Meridian in Lake City, Florida;
4. Under certain, limited circumstances, minor children taken into custody in accordance with the Baker Act may be transported to Meridian in Gainesville, Florida by Bradford County staff and they will be further transported to Meridian in Lake City by Meridian staff; and
5. Minor children (under the age of 18 years) involuntarily taken into custody in accordance with the *Marchman Act* shall be transported to Meridian in Gainesville, Florida.

## CAPACITY OF THE SYSTEM

The Board of County Commissioners of Bradford County, Florida has been provided with sufficient information to make the determination that the following information and figures accurately represent the capacity of the mental health system reasonably available to the citizens of Bradford County, Florida:

1. Meridian Behavioral Healthcare, Inc.  
4300 S.W. 13th Street  
Gainesville, Florida 32608  
Licensed by the Florida Agency for Healthcare Administration (AHCA);
2. Meridian Behavioral Healthcare, Inc.  
439 S.W. Michigan Avenue  
Lake City, Florida 32025  
Licensed by AHCA;
3. UF Health Shands Psychiatric Hospital  
4101 N.W. 89th Boulevard  
Gainesville, Florida 32606  
Licensed by AHCA;
4. Behavioral Health Center of North Florida Regional Healthcare  
6500 W. Newberry Road  
Gainesville, Florida 32605  
Licensed by AHCA; and
5. Malcom Randall VA Medical Center  
1601 S.W. Archer Road  
Gainesville, Florida 32608-1197  
Licensed by AHCA.

### CHOICE OF FACILITIES

For all individuals taken into custody in Bradford County, Florida, law enforcement shall take into consideration those individual's choices when making a determination as to the *Baker Act* and/or *Marchman Act* receiving facility to which said individual will be transported. Except in cases of exigent circumstances, and cases where individuals express a clear desire otherwise, all persons taken into custody on an involuntary *Marchman Act* basis shall be transported to the appropriate Meridian facility in Gainesville, Florida

## TERMINATION OF TRANSPORTATION RESPONSIBILITY

The Board of County Commissioners of Bradford County, Florida specifically notes and acknowledges and directs herein that once individuals who require immediate treatment for emergent physical health concerns are transported to a healthcare facility (such as a hospital emergency department), the responsibility of Bradford County to provide further transportation for said individual in accordance with this Bradford County Behavioral Health Transportation Plan is terminated.

Following transport of individuals to a healthcare facility (such as a hospital emergency department) for the treatment of emergent physical health concerns, any further transport of that individual to a facility for further treatment or assessment of issues related to the *Baker Act* or the *Marchman Act*, is the sole and exclusive responsibility of the treating healthcare facility (such as a hospital).

Likewise, in the event that an individual has been transported by Bradford County to a healthcare facility (such as a hospital emergency department) for the treatment of emergent physical health concerns, and a physician at said facility determines that said individual requires further treatment in accordance with the *Baker Act* or the *Marchman Act*, any subsequent transportation of said individual to a facility for the treatment or assessment of the issues related to the *Baker Act* or the *Marchman Act*, is the sole and exclusive responsibility of the treating healthcare facility (such as a hospital).

This acknowledgment and direction is provided by the Board of County Commissioners of Bradford County, Florida to provide compliance with the Emergency Medical Treatment and Labor Act<sup>4</sup>.

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<sup>4</sup> The Emergency Medical Treatment and Labor Act (EMTALA) was enacted by the United States Congress in 1986 as a part of the *Consolidated Omnibus Budget Reconciliation Act* (COBRA) of 1985 and is codified at 42 *United States Code* Section 1395(d)(d).



### OVERSIGHT OF THE SYSTEM

In an effort to resolve complaints, grievances, and disputes which may arise during implementation of this plan, personnel representing (1) the Board of County Commissioners of Bradford County, Florida; (2) Bradford County Emergency Medical Services; (3) the Bradford County Medical Director; (4) the Bradford County Sheriff; (5) Meridian; and (6) Lutheran Services of Florida; will meet on a regular basis. Personnel from FDCF Northeast Region, Substance Abuse and Mental Health Program Office and LSF Health Systems are responsible for providing oversight for this plan. FDCF and LSF Health Systems have the authority to resolve issues concerning this plan, approve interagency agreements, as well as to coordinate other services needed for individuals beyond acute care services. The FDCF Northeast Region also has a working relationship with the Florida Agency for Health Care Administration which may provide assistance for certain matter which are beyond the regulatory and administrative authority of FDCF. The FDCF Northeast Region, Substance Abuse and Mental Health Program Office is located in Jacksonville, Florida and is able to be reached by telephone at (904) 723-2000.

### INTERORGANIZATIONAL COLLABORATION

The Board of County Commissioners of Bradford County, Florida recognizes that the implementation of a meaningful, working transportation plan – so as to provide benefit to persons in need of behavioral health services – requires a significant amount of cooperation, commitment and collaboration from all parties involved. Besides having the strong support of law enforcement and behavioral health providers, medical facilities serving Bradford County, Florida, including some in Alachua County, Florida, have engaged in a public planning process which has strengthened the relationships between all parties responsible for implementing this plan in Bradford County. The community support for this plan is evidenced by letters of support from the aforementioned stakeholders which are attached hereto and incorporated herein by reference.

APPROVAL AND ADOPTION OF PLAN

This *Bradford County Behavioral Health Transportation Plan* was approved and adopted by the Board of County Commissioners of Bradford County, Florida through the adoption of Resolution 2017-\_\_\_\_\_ at their regularly-scheduled meeting on the 10th day of July 2017.

Bradford County  
Transportation Plan

In accordance with:

Florida Statute 394, Baker Act; Florida Statute 397, Hal S. Marchman Alcohol  
and Other Drugs Services Act

Three Year Plan  
2023-2027

Approved by the Bradford County Board of County Commissioners at their  
regular meeting on February 6, 2024.

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Carolyn Spooner, Chairwoman

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 6, 2024

AGENDA ITEM Proclamation of Hazardous Materials Awareness Week as  
February 19-25, 2024

DEPARTMENT: County Manager

**P R O C L A M A T I O N**  
***HAZARDOUS MATERIALS AWARENESS WEEK***  
***FEBRUARY 19 - 25, 2024***

WHEREAS, the safe use of hazardous materials is essential to citizens, business, industry and local governments to maintain economic stability and the public health; and

WHEREAS, Bradford County recognizes the importance of protecting our community from both accidental and deliberate releases of hazardous materials; and

WHEREAS, it is essential to increase community preparedness so that both public-sector and private-sector employees know how to safely protect themselves and those for whom they are responsible during an accidental or deliberate release of hazardous materials; and

WHEREAS, Bradford County representatives participate on the North Central Florida Local Emergency Planning Committee;

WHEREAS, the North Central Florida Local Emergency Planning Committee offers free hazardous materials emergency response training for firefighters, emergency medical, law enforcement and other public safety personnel as well as free Shelter In-Place Train-the-Trainer classes for community groups, businesses, schools and the general public as a means to increase safety in the event of a release; and

WHEREAS, citizens need to know that emergency responders, emergency management, all levels of government, schools and businesses are working together to ensure that our community is as prepared as possible to protect all citizens from both accidental and deliberate releases of hazardous materials.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Bradford County Florida, that: February 19 - 25, 2024 is hereby proclaimed Hazardous Materials Awareness Week in Bradford County.

PASSED AND DULY ADOPTED by the Board of County Commissioners of Bradford County, Florida, in regular session on the 6th day of February 2024.

BOARD OF COUNTY COMMISSIONERS  
OF BRADFORD COUNTY, FLORIDA

ATTEST:

\_\_\_\_\_  
Denny Thompson, County Clerk

\_\_\_\_\_  
Carolyn Spooner, Chair

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 6, 2024

AGENDA ITEM Strategic Planning Goals and Objective Measures

DEPARTMENT: BoCC

PURPOSE: Discuss the proposed strategic planning goals, objectives, and timeframe for completion.

## Bradford County Strategic Plan Proposal

Mission Statement	Vision Statement	
<p>The mission of the Board of County Commissioner of Bradford County, Florida is to protect the health, safety, and wellbeing of the residents, communities, and environment of Bradford County through responsible governing of the resources entrusted to the Board by its citizens.</p>	<p>Our vision is for Bradford County to be recognised as a safe rural community, rich in history, culture, and common values, which strives for excellence as a great place to live, work, I raise a family, and experince planned evonomic growth and development.</p>	
Goal	Objective Measure	Target Date
Strategic Goal 1	Planned Economic Growth and Development	
1a) Increase Economic Growth & Development & Eco Tourism	Develop partnerships with University of Florida IFAS, North Central Florida Tourism Task Force Committee, North Florida Economic Development Partnership, and the North Florida Chamber of Commerce to pursue opportunities for new business growth. Hampton rail & trail program expansion. Target date 1-12 months by Dec 2024	2024
1b) Housing for Anticipated Growth	Through Bradford Housing and Development programs, apply for additional state and federal funding for additional housing programs. Target date 1-12 months by Dec 2024	2024
1c) Agriculture and Farm Development	Develop a partnership with UF/IFAS to establish a community garden program at the local Bradford County Partners Health & Wellness Resouce HUB at the RJE school site on Pine Street to help with food insecurity. Develop a partnership with 4H club and FFA to target future farmers in Bradford. Develop other UF Partnerships as recommended via Amy. Target date 1-12 months by Dec 2024	2024
1d) Partnering with Neighboring Counties to Reap Benefit of Potential State and Federal Funds for Anticipated Growth & Economic Development.	<p>Partner with neighboring counties: Clay, Alachua, and Union, to reap the benefit of potential state and federal funds for anticipated growth. Target date 1-5 yrs by Dec 2028</p> <p>Complete Keystone Airport project. Target date 1-2yrs by Dec 2026</p> <p>Target additional growth 1-5 yrs by Dec 2028</p>	<p>2028</p> <p>2026</p> <p>2028</p>
1e) Make Use of Vacant Structures for Warehouse Business Opportunities	<p>Attract at least one new business. (Douglas Bld.) Target date 1-12 months by Dec 2024</p> <p>Attract at least two new businesses. Target date 1-5 yrs by Dec 2028</p>	<p>2024</p> <p>2028</p>
1f) Business Development Along Bypass Interchanges.	<p>Develop business near or along the bypass interchange to improve economic growth. Target having a commitment from at least one new business investor. Target date 1-12 months by Dec 2024</p> <p>Have additional business investors. Target date 1-5 yrs by Dec 2028</p>	<p>2024</p> <p>2028</p>



Goal	Objective Measure	Target Date
<b>Strategic Goal 2</b>		
<b>Public Health and Safety</b>		
2a) Public Health - Extend outreach Services to Community via HUB programs	Provide public outreach service to the county through Bradford county healthcare partnership HUB with the Health Department. Target opening at least 2 HUB service programs. Target date 1-12 months by Dec 2024	2024
2b) Emergency Management	Emergency Management/ Fire Rescue services for all areas of the county. Emergency Management will have safety/evacuation plans in place in case of natural disaster or domestic attack. Target date 1-12 months by Dec 2024	2024
2c) Fire Rescue Service to all areas of the County	Fire/Rescue develop a plan for fire services to cover extreme ends of the county, i.e. Brooker and Hampton. Target date 1-12 months by Dec 2024	2024
	Add additional fire stations. Target date 1-5 yrs by Dec 2028	2028
2d) Law Enforcement Services for all areas of the County	Law enforcement service plans for outer areas of the county, i.e. Brooker and Hampton. Target date 1-12 months by Dec 2024	2024
2e) Protection of Water and Natural Resources	Natural resource protection through a partnership with SRWMD and NCFRPC. Complete LDR and Comp Plan. Target date June 2024	June 2024
<b>Strategic Goal 3</b>		
<b>Infrastructure and Mobility Improvement</b>		
3a) Broadband Service for Entire Community	Partner with local internet providers, schools, and the library to pursue state and federal funding to acquire access to broadband services for entire county. Target 1-5yrs by Dec 2028	2028
3b) Partnership with Schools and Library	Partner with local internet providers, schools, and the library to pursue state and federal funding to acquire access to broadband services for entire county. Target 1-5yrs by Dec 2028	2028
3c) Road Maintenance: 1. Unsafe roads in need of maintenance. 2. Unpaved roads need paved.	Road Maintenance and paving of unpaved roads in the County. Use of SCOP/SCRAP funds and gas tax dollars. Partner with FDOT for state and federal funding for road projects. Target 1-5 yrs by Dec 2028	2028
3d) Water, Fire Hydrant, Wastewater Needs in Outlying Areas of County: Develop New Businesses Along the Bypass Interchange Areas	Partner with Starke to extend water and wastewater to bypass interchanges and other parts of the County. On-going, Target date 1-5yrs by Dec 2028	2028
<b>Strategic Goal 4</b>		
<b>Workforce Economic Improvement</b>		
4a) Employment Oportunities - Career Source/Florida Crown, Santa Fe College, Bradford-Union Technical College	Develop a partnership with Worksource and local colleges to improve local employment opportunities. Increase employment oportunities by 10%, measured by local data on employment in Bradford County. Target date 1-12 months by Dec 2024	2024
<b>Strategic Goal 5</b>		
<b>Public Transportation</b>		
5a) Access to Public Transportation Programs	Partner with Suwannee River Economic Services and NFRPC Transportation Disadvantage program to expand trasportation services and pursue state and federal funding for additional transportation services. On-going Target date 1-5 yrs by Dec 2028	2028

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 6, 2024

AGENDA ITEM Community Paramedicine Proposal

DEPARTMENT: Fire and Rescue

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 6, 2023

AGENDA ITEM Amendments to “Bradford County Board of County Commissioners Rules of Procedure”

DEPARTMENT: County Manager

PURPOSE: Review and update of BoCC Rules of Procedure: Current policy was adopted by Resolution 2006-24. The suggested amendments to the policy are attached with strikeout or red letters to indicate proposed changes.

NOTE: ~~Strikeout~~ = Suggested to Remove (Page numbers, widows, and orphans will be adjusted for final draft)  
Red Letter = Suggested Addition

**“EXHIBIT A”**

**BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS**

**RULES OF PROCEDURE**

**ADOPTED: FEBURARY 6, 2024**

**TABLE OF CONTENTS**

I.	PUBLIC PARTICIPATION IN COUNTY GOVERNMENT.....	3
A.	Commission Meetings.....	3
B.	Appearance Before the Commission.....	4
C.	Public Comments and Inquiries.....	5
D.	Commission Meetings.....	5
E.	Commission Meetings – Special.....	5
F.	Commission Meetings – Emergency.....	6
G.	Informal Commission Meetings.....	6
H.	Public Hearings; Time; Location.....	7
I.	Public Hearings; Procedure.....	7
J.	Public Records; Inspection; Duplication.....	10
K.	Commission Mail; Circulation; Public Review and Duplication.....	10
L.	Advisory Boards and Committees.....	11
II.	PREPARATION OF AGENDA; ORDER OF BUSINESS.....	12
A.	Preparation of Agenda.....	12
B.	Agenda Material.....	13
C.	Meeting; Order of Business.....	13
D.	Quorum.....	14
E.	Required Attendance of Officials.....	14

NOTE: ~~Strikeout~~ = Suggested to Remove (Page numbers, widows, and orphans will be adjusted for final draft)  
**Red Letter** = Suggested Addition

F.	Clerk of the Commission; Parliamentarian; Minutes.....	14
G.	Sergeant-at-Arms.....	15
H.	Rules of Order and Debate.....	16
I.	Voting.....	16
J.	Conflict of Interest as Specified in Section 112.3143 or Section 286.011 Florida Statutes.....	17
K.	Ordinances.....	17
L.	Resolutions.....	18
M.	Motions.....	18
N.	Reconsideration of Action Previously Taken.....	18
O.	Rescinding Action Previously Taken.....	18
III.	GENERAL PROVISIONS.....	19
A.	Newly Elected Commissioners.....	19
B.	Election of Chair and Vice-Chair.....	19
C.	Commission Chair; Presiding Officer.....	19
D.	Commission Appointments to Boards and Committees.....	21
E.	Functional Groups.....	21
F.	Suspension and Construction of Rules.....	21
G.	Guidelines for Boards and Committees.....	22

Preliminary Note:

1. Unless otherwise provided herein, all references to the County Manager, the Sheriff, or the County Attorney include said official’s designee, who shall have the same authority and responsibility as said official under these rules.
2. ~~A word importing the masculine gender only shall extend and be applied to females and to firms, partnerships, and corporations as well as to males.~~ **Removed. Pronouns generalized to they/them/their throughout the document. These changes are not marked in red/strikeout.**

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## I. PUBLIC PARTICIPATION IN COUNTY GOVERNMENT

### A. Commission Meetings

1. All meetings of the Bradford County Commission, and of committees thereof, shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.
2. The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions - Section 447 ,605(1), Florida Statutes; meetings regarding risk management claims - Section 768.28(15), Florida Statutes; and litigation meetings pursuant to Section 286.011(8) Florida Statutes. The Commission shall follow all statutory requirements for exempt meetings.
3. Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Board Room or other meeting rooms shall be limited. In those instances, the Commission may make other rooms available for those who desire to participate in the meeting.
4. ~~Regular meetings of the Commission will be conducted in a publicly owned or controlled building. Special meetings will also be conducted in a publicly owned or controlled building. All meetings will be held in a building that is open to the public.~~  
All meetings of the Commission will be conducted in a building that is open to the public.
5. For public safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures will be allowed in Commission meeting rooms. Other signs, placards, or banners shall not disrupt meetings or interfere with a person's ability to observe the meeting.
6. All persons with disabilities shall be provided with the assistance that is necessary to enable them to effectively participate in commission meetings.

### B. Appearance Before the Commission

1. Persons desiring to address the Commission on a matter pending before it, or who need the attention of the Commission, may do so upon recognition and introduction by the Chair. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:
  - a. Prior to the beginning of a meeting or public hearing, all persons who wish to be heard will fill out the form provided and present it to the Clerk, giving their names, the agenda item, and whether they wish to speak as a

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proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so. After being recognized, the person should:

- i. Step up to the speaker's rostrum and state their name **and address**.
  - ii. Limit comments to three minutes.
  - iii. Address all remarks to the Commission **Chair**. ~~as a body and not to a specific Commissioner.~~
  - iv. ~~Make comments and~~ Present documents to the Commission, the Clerk, and the County Manager.
- b. Speakers should make comments concise and to the point and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
  - c. The Commission may discuss the matter, assign it to a committee, refer it to the manager and/or attorney for review and comment, question the speaker, and/or take other appropriate action.
  - d. No person other than a member of the Commission and the person having the floor may be permitted to enter into any discussion either directly or through a member of the Commission, without the permission of the Chair. No question may be asked except through the Chair. ~~Speakers should refrain from disruptive conduct.~~
  - e. **Speakers should refrain from disruptive conduct and personal or slanderous remarks.**
2. A person may not interfere with or interrupt the orderly procedure of the Commission, any Commissioner, or the person the Chair has properly recognized. If the Chair declares an individual out-of-order, they will be requested to relinquish the speaker's rostrum. If the person does not do so, they are subject to removal pursuant to Section II (G), Sergeant-at-Arms.
  3. The Chair, subject to concurrence of the majority of the Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

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4. Employees of the County may address the Commission on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter, or a personnel dispute will not be entertained as a part of Citizen Comments. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

### C. Public Comments and Inquiries

1. Persons may address the Commission on items not on the agenda during the Public Comment periods.
2. The Commission shall not take final action on public comment items presented at the same meeting unless it waives these Rules of Procedure.
3. When inquiries and comments are brought before the Commission, other than for items already on an agenda, the Chair may first determine whether the issue is legislative or administrative in nature and assign the issue to a committee or County Manager.
4. The Chair may also assign ~~to a Commissioner~~ issues that require additional examination **to a Commissioner**. If so assigned, the Commissioner shall provide a report to the Commission when the examination is complete.

### D. Commission Meetings

1. Unless otherwise advertised, all regular meetings of the Bradford County Commission are conducted at 9:30 a.m. on the first ~~Monday~~ **Tuesday** of the month and at 6:30 p.m. on the third Thursday of each month ~~and~~ in the County Commission Board Room in the Bradford County Courthouse, North Annex, 945 North Temple Avenue, in Starke, Florida.
2. ~~From time to time,~~ **Regular** meetings may be adjusted by the Commission to accommodate a holiday schedule or other special circumstances. Prior notice of such **a** change shall be provided to the public, the Clerk, and the media. ~~While a~~ **A** minimum **advanced** notice of twenty-four (24) hours is required, **though** the Commission will provide as much advance notice of a regular meeting as is feasible. Published schedules are available in January of each year.

### E. Commission Meetings – Special

1. Any two (2) Commissioners may call for a special meeting of the Commission. Such a request shall be in writing and shall contain **the** time, place, and business to be conducted. The notice of a special meeting shall be located at the entrance to the



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North Annex of the Bradford County Courthouse and on the Commission Board Room door. The time and place of the special meeting will be added to the meetings list. Special meetings may be held upon no less than twenty-four (24) hours public notice.

2. Each Commissioner, the Clerk of the Court, the Sheriff, the County Manager, and the County Attorney shall be given twenty-four (24) hours prior notice of the special meeting. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
3. Twenty-four (24) hours prior notice of the special meeting shall be provided to the business office of each local media organization that has a written request for notice of special meetings on file. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission.
4. Special meetings may be scheduled on days or evenings in addition to the first ~~Monday~~ Tuesday and third Thursday of the month.
5. An agenda outlining the business to be conducted will be available prior to the meeting. No business other than items listed on the agenda shall be conducted unless declared as an emergency item. Public comment shall be allowed on items on the agenda, but there will not be a separate public comment period included on the agenda.
6. If there is no longer a need for a special meeting, the person who called the meeting is authorized to cancel the meeting.

#### **F. Commission Meetings – Emergency**

1. Any one Commissioner or the County Manager may call, orally or in writing, an emergency meeting.
2. The call for an emergency meeting shall contain the time, place, and business to be conducted. The time and place of the emergency meeting will be added to the meetings list. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances.
3. Each Commissioner, the Clerk of the Court, the Sheriff, the County Manager, and the County Attorney shall be given the most reasonable notice allowable under the circumstances. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission to the person's residence, place of

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employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.

4. The most reasonable notice allowable under the circumstances of the emergency meeting shall be provided to the business office of each local media organization that has on file a written request for notice of emergency meetings. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission.
5. Emergency meetings may be scheduled on days or evenings in addition to the first ~~Monday~~ **Tuesday** and third Thursday of the month.
6. An agenda outlining the business to be conducted will be available prior to the meeting. No business shall be conducted other than the items listed on the agenda. Public comment shall be allowed on items on the agenda, but there will not be a separate public comment period included on the agenda.
7. If there is no longer a need for an emergency meeting, the person who called the meeting is authorized to cancel the meeting.

#### **G. Informal Commission Meetings**

The Chair, Commission, or County Manager may schedule informal meetings, inspection trips, or retreats. Advance notice of these meetings shall be given in the same manner as special meetings. Minutes of these meetings shall be made available by the Clerk's Office.

#### **H. Public Hearings; Time; Location**

1. Public hearings shall be held on either regularly scheduled meeting day and are normally conducted at the start of the proceedings. Unless advertised otherwise, public hearings are conducted in the County Commission Board Room at 925 North Temple Avenue in Starke, Florida. The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable.
2. By vote of a majority plus one, pursuant to section 125.66(4)(b)(1), Florida Statutes, the Commission may conduct public hearings for those applications identified in this subsection usually required after 5:00 p.m. at another time of day. Public hearings may be continued from a prior meeting or scheduled on days or evenings in addition to the first ~~Monday~~ **Tuesday** and third Thursday of each month. Prior to the beginning of any meeting or public hearing, the Chair requires that all persons who wish to be heard fill out the form provided and present it to the Clerk.
3. Any person who does not sign in may be permitted to speak after all those who signed in have done so. The Chair, subject to the concurrence of a majority of the

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Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

## I. Public Hearing; Procedures

1. Public Hearings: Generally, the procedures to be followed for public hearings are as follows:
  - a. The County Manager or their designee should describe the agenda item to be considered and provide the staff recommendation. The Chair will then inquire as to whether any Commissioners have questions for administration. The Chair will inquire as to whether any member of the public has questions or comments.
  - b. Following public comment, if any, the Chair will close the public hearing and inquire if any Commissioner wishes to put forth a motion. Following a motion and its second, discussion will occur among Commissioners.
  - c. The Chair will inquire if there is any further discussion by the Commissioners and any final comments or recommendations from the administration. The Chair may entertain comments from the public about the motion on the floor. The presiding officer restates the motion.
  - d. The Chair inquires of the Commissioners as to whether they are ready for the question and restates the vote.
2. Quasi-Judicial Hearings: Generally, the procedures to be followed for Quasi-judicial hearings are as follows:
  - a. Prior to the commencement of quasi-judicial hearings, the Chairman or the County Attorney will provide the public with an explanation of Quasi-judicial proceedings and shall read the following statement:

"All persons wishing to participate and speak will be sworn in prior to speaking during this proceeding. All persons have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers and respond to comments or presentations of staff or other speakers. All persons who present written materials to Commissioners for consideration must ensure that a copy of such materials is provided to the Clerk for inclusion in the official record of proceedings and official minutes, and to the County Manager for a

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matter of record. While we welcome comments from all persons with an interest in this proceeding, Florida law requires that the County Commission decisions in a quasi-judicial action be supported by competent substantial evidence presented to the Commission during the hearing on the application. Competent substantial evidence is such evidence as a reasonable mind would accept as adequate to support a conclusion. There must be a factual basis in the record to support opinion testimony from both expert and non-expert witnesses. Persons presenting testimony may rely on factual information that they present, that is presented by County staff, that the applicant presented, or on factual information included in the County staff reports to support their testimony."

- b. After reading the statement, the deputy clerk will make the following inquiry of the County Commissioners:

"Has any Commissioner received any oral or written communications regarding the ~~zoning~~ items? If so, please disclose the substance of the communication and identify the person making the communication. Disclosure made must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication."
- c. The Clerk shall administer the affirmation or oath to all persons who desire to speak at quasi-judicial proceedings before the County Commission.
- d. A consent agenda document may be used for zoning items. Items that have unanimous staff and Planning Commission recommendation for approval, and no opposition received from the public prior to the meeting, may be placed on the consent agenda. The commission will consider the consent agenda at the beginning of the meeting.
- e. The County Manager shall describe the quasi-judicial item to be considered and make a presentation pertaining to the item. The Chair shall then inquire as to whether any Commissioner has questions for the staff members who made the presentation. After the Commissioner's questions are answered, the Chair will ask if any of the parties to the proceeding have any questions of staff members who made presentations.
- f. If the subject of the quasi-judicial hearing is a zoning matter, the zoning applicant or their representative will make a presentation pertaining to the application. The Chair will once again inquire as to whether

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Commissioners and the parties to the proceeding have questions of the applicant and the applicant's representatives.

- g. The Chair will next ask if any members in the audience wish to present testimony. At the conclusion of the testimony, the Chair will ask if any of the Commissioners or any of the parties to the proceeding have questions of the witness.
  - h. There will be an opportunity for applicant rebuttal and staff closing comments.
  - i. The Chair will then inquire of the Commissioners as to whether they are prepared to vote to address the application before them.
3. Ex parte Communications: Section 286.0115, Florida Statutes, provides that any person who is not otherwise prohibited by statute, charter provision, or ordinance may discuss with any commissioner the merits of any matter on which the Commission may take action. The following procedures, which remove the presumption of prejudice, shall be followed for ex parte communication.
- a. The substance of any ex parte communication with a Commissioner which relates to a quasi-judicial action pending before the Commission (such as a zoning decision) is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.
  - b. A Commissioner may read a written communication from any person. A written communication that relates to quasi-judicial action pending before the Commission (such as a zoning decision) shall not be presumed prejudicial to the action. Such written communication shall be made a part of the record before final action on the matter.
  - c. Commissioners may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before the Commission. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit or expert opinion is made a part of the record before final action on the matter.

## J. Public Records; Inspection; Duplication

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~~Pursuant to chapter 119, Florida Statutes, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, email messages, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by any agency, are public records. A public record (including information stored in computers) is open to public inspection and duplication, unless exempted by law.~~

~~If the purpose of a document prepared in connection with the official business of the agency is to perpetuate, communicate, or formalize knowledge, and then it is a public record regardless of whether it is in final form or the ultimate product of an agency.~~

~~Requests for copies of public information (including the Chair's mail and videotapes of Commission meetings and workshops) should be made through the Clerk's office. The cost shall be as established by the Commission by resolution.~~

~~Any and every media conference officially sponsored by Bradford County Government will be open to all media representatives and to the general public. Press conferences will be conducted in a location that is publicly accessible.~~

1. With respect to public records requests, guidelines set forth in Chapter 119, Florida Statutes will be followed.
2. Requests for copies of public records from any board supervised department should be made through the County Manager's office. All other public record requests should be directed to the appropriate office.
3. Requests for copies of public meeting minutes or meeting recordings of the Planning and Zoning Board or Board of Adjustment should be made through the Building and Zoning office.
4. Requests for copies of public meeting minutes or meeting recordings of the Bradford County Board of County Commissioners should be made through the Clerk's office.
5. Any and every media conference officially sponsored by Bradford County Government will be open to all media representatives and to the public. Press conferences will be conducted in a location that is publicly accessible.

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## K. Commission Mail; Circulation; Public Review and Duplication

~~All mail addressed to the Chair and the Commissioners, which is received pursuant to law or in connection with the transaction of official business, is a public record (chapter 119, Florida Statutes). The public may review and duplicate these records via e-mail.~~

~~Each Commissioner will be provided with a copy of the Chair's mail. The originals with attachments will remain in the Chair's mail file. Items of considerable length (such as petitions) will not be copied; instead, a memorandum will be distributed which announces the availability and location of the item in the office. Publications and lengthy agenda materials for other boards on which Commissioners serve will not be copied; only the agenda will be circulated.~~

~~Each Commissioner will receive the original items addressed to them. Mail with words similar to "Personal", "Confidential" or "For the Addressee Only" shall be delivered unopened to the addressee.~~

~~The Chair and Commissioners who receive individually addressed mail will be responsible for replying; requesting that the County Manager draft a response for their signature; or requesting that the item be placed on the agenda for formal Commission consideration. The County Manager shall be responsible for ensuring that mail addressed to the Chair, or the Commission is properly answered or placed on an agenda.~~

1. A copy of all correspondence addressed to any Commissioner about matters pertaining to county-wide business will be sent to each commissioner. Copies will not be forwarded to other Commissioners if the matter exclusively pertains to that Commissioner and the district they represent. Mail with words similar to "Personal," "Confidential," or "For Addressee Only" shall be delivered unopened to the addressee. Items of considerable length, such as petitions, will not be copied; instead, a memorandum will be distributed which announces the availability and location of the item in the office. Publications and lengthy agenda materials for other boards on which Commissioners service will not be copied; only the agenda will be circulated.
2. All items deemed to be a matter of homeland security shall not be public record as in accordance with federal and state statutes.

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#### L. Advisory Boards or Committees

The mission of the advisory boards and committees shall be to examine the various policy issues referred to them by the Commission, staff, or as determined in the board or committee. Committees shall provide guidance to the Commission in the development of policy recommendations but shall not attempt to manage the administrative operations of the County or direct staff.

1. Advisory boards and committees may be created and dissolved by resolution, ordinance, or other act adopted by the Commission.
2. The Commission, after advertising vacancies, appoints committee members. All members shall serve at the pleasure of the Commission.
3. The County Manager's office shall provide to the Chair of each advisory board or committee and appropriate department director copies of all resolutions or ordinances which pertain to that committee. Such information shall be delivered to the committee chair within one (1) week after adoption by the Commission, or as soon thereafter as possible.
4. Appointment to advisory boards shall be by voice vote during a regular Commission meeting. Priority shall be given to applicants from Bradford County. All members serve at the pleasure of the Commission.
5. All Commission advisory boards, commissions, and other bodies shall meet in ~~public buildings.~~ **buildings open to the public.**
6. All statutory boards, commissions, and advisory bodies shall publish minutes taken at each meeting. Communications to the Commission from such boards, commissions, and bodies shall be received **in the Office of the County Manager or** in the mail of the Commission Chair and provided by **printed copy or** e-mail to the Commission, where practicable.
7. All Chairs of advisory boards or committees are encouraged to provide updates to the County Commission at its regularly scheduled business meetings or public hearings. All requests for presentations shall be submitted to the Office of the County Manager.
8. Members appointed to advisory boards and committees should generally serve a maximum of two (2) terms. The Commission may make exceptions to this general policy on a case-by-case basis: (1) when no person applies for a vacant position (2) when necessary to preserve the stability of a board or committee; (3) when necessary to retain a particular appointee because of their special knowledge and expertise; or (4) for such



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- other reasons or circumstances as the Commission deems appropriate. When filling a vacancy for an unexpired term, an appointee who serves more than half a term in office is considered to have served a full term. When filling a vacancy for an unexpired term of less than one year, the appointment shall be for the unexpired term and one full term, when applicable.
9. County employees may serve on advisory boards or committees.
  10. The personal and business affairs of appointees, when conducted within Bradford County, must be in substantial compliance with all County regulatory and taxing authorities' rules and regulations. Appointees deemed to be in chronic violation of any County rule, regulation, or policy may be disallowed from membership on advisory boards or committees by a majority vote of the Commission.
  11. Advisory boards and committees are required to adhere to the Guidelines for Citizen Advisory Boards and Committees as approved by the County Commission and codified in this document in Section III (G).

## II. PREPARATION OF AGENDA; ORDER OF BUSINESS

### A. Preparation of Agenda

1. The County Manager's office shall prepare the agenda. ~~according to a policy guide developed by the County Manager and confirmed by the Commission.~~ The Chair, any Commissioner or Constitutional Officer, the County Manager, or the County Attorney may place an item on the agenda. The County Manager will provide the tentative agenda to the Chair no less than ~~ten (10)~~ seven (7) days prior to a regular meeting. The Chair and County Manager will meet to discuss each agenda item.
2. The Chair, any Commissioner or Constitutional Officer, the County Manager, or the County Attorney may request that an item be scheduled for a time certain. Persons requesting an item to be scheduled for a time certain shall submit the request to the County Manager no later than ~~ten (10)~~ twelve (12) days prior to the meeting. Presentation on time-certain items will normally not exceed thirty (30) minutes in length.
3. The Chair, any Commissioner or Constitutional Officer, the County Manager, or the County Attorney may schedule an item for a time certain that recognizes County employees or citizens. These recognitions will generally honor individuals, teams, or organizations for activities or actions that benefit Bradford County. Recognition presentations will not exceed fifteen (15) minutes.

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## B. Agenda Material

A copy of the agenda and supporting materials shall be prepared for each Commissioner, the public, and the media before 5:00 p.m. ~~six (6)~~ **three (3)** days prior to the regular Commission meeting or Public Hearing, except when legally observed holidays affect copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, shall be available for review in the County Manager's office **and on the County website**. Each Commissioner should carefully review the Consent Agenda to determine whether there is any item they wish to have placed on the Regular Agenda.

## C. Meeting; Order of Business

1. The business of all regular meetings of the Commission should be transacted as follows; provided, however, that the Chair may, by simple majority vote or consensus of the Commission, re-arrange items on the agenda to conduct the business more expeditiously before the Commission:
  - a. Invocation and Pledge of Allegiance.
  - b. Presentation **and approval** of amendments to the Agenda.
    - i. An amendment to the agenda is an ~~emergency~~ addition to the regular or consent agenda and consists of items which are submitted for agenda consideration after the established deadline. A grant application is an example of such an item. Amendments will be made only when warranted. **(Made its own item for clarification.)**
    - ii. Prior to a vote on the motion to adopt the Consent Agenda, the Chair shall inquire if any Commissioner wishes any other items to be withdrawn from the Consent Agenda. If any member of the Commission withdraws any matter; the Chair shall place the item at an appropriate place on the agenda for the current or a future meeting. **(Moved from item "d" below)**
  - ~~c. Approval of any amendments to the Regular and Consent Agenda.~~
  - ~~d. Adoption of the Regular Agenda.~~
  - c. Public Comments: Any person may address the Commission under this agenda section. Public Comments will normally be scheduled immediately prior to the Consent Agenda of all commission meetings.  
**(Items c. and d. have been swapped from their original position in this document to place them in the order they appear on the agenda)**

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- d. Approval of ~~all items on the Consent Agenda. Prior to a vote on the motion to adopt the Agenda, the Chair shall inquire if any Commissioner wishes any other items to be withdrawn from the consent Agenda. If any member of the Commission withdraws any matter; the Chair shall place the item at an appropriate place on the agenda for the current or a future meeting.~~ (Crossed-out section moved to C1b(ii))
  - e. Proclamations may be read at any time during the meeting.
  - f. Appointments to Advisory Boards and Committees.
  - g. Committee Reports
  - h. Constitutional Officers/Other Governmental Units
  - i. County Attorney
  - j. County Manager
  - k. Commission Comments
  - l. Adjournment
2. No meeting should be permitted to continue beyond midnight without the approval of a majority **vote** of the Commission. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to midnight, the items not acted on are to be continued to a designated time on the following day, unless state law requires a hearing at a different time or unless the Commission, by a majority vote of members present, determines otherwise.

#### D. Quorum

A quorum for the transaction of business by the Commission consists of three (3) Commissioners. Once a quorum has been established, a majority of the Commissioners present at the meeting shall be required to carry a motion, unless by statute, ordinance, or other regulation, a supermajority (4/5) of the Commission is required.

#### E. Required Attendance of Officials

In addition to Commissioners, County officials whose regular attendance shall be required at meetings of the Commission are the Clerk, the County Manager, the County Attorney, or

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their designees. A representative of the Bradford County Sheriff's Office shall be present to provide security and assistance in maintaining order. A representative of the Information Technology Department will be present to provide assistance with running equipment and any broadcast or streaming of the meeting.

**F. Clerk of the Commission; Parliamentarian; Minutes**

The Clerk, or in their absence, the County Attorney, serves as parliamentarian, and advises the Chair ~~as to~~ of the correct rules of procedure or questions of specific rule application. The parliamentarian calls to the attention of the Chair any errors in the proceedings that may affect the substantive rights of any member or may otherwise do harm. Pursuant to the agenda, the Clerk or Chairman shall announce the business that shall come before the Commission.

1. The Clerk shall make correct minutes of the proceedings of each regular, special, or emergency Commission meeting. ~~A Commissioner designated by the Chair reviews the draft minutes. The Clerk shall provide corrected copies of the final minutes to each Commissioner for their reading.~~
2. The Clerk shall notify the County manager's office to place the minutes on the agenda for approval by the Commission. Unless some error is shown, such minutes will stand confirmed at the regular Commission meeting without a reading in open meeting. In such an event, an appropriate correction is made. ~~A copy of the draft minutes of the last regular Commission meeting shall be available for review at the reception desk in the County Manager's office.~~
3. The Clerk shall be responsible for recording County Commission workshops. Preparations of workshop minutes are the responsibility of County Clerk.
4. Upon request, the County Manager may ask that the Clerk provide any Commissioner with transcribed excerpts of tapes of Commission meetings.

**G. Sergeant-At-Arms**

The County Manager shall be Sergeant-at-Arms of the Commission meetings. The Bradford County Sheriff's Office shall assist the County Manager in performing this duty. The County Manager shall carry out all orders and instructions given by the Commission for the purpose of maintaining order and decorum at the Commission meeting. The following policy will provide guidance in handling disruptions:

1. If an individual refuses to relinquish the podium after being allowed to address the Commission, the Chair shall inform the individual that their time to address the Commission has expired and the Chair shall direct the individual to leave the podium.

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2. If an individual causes disruption in the Commission meeting site, the Chair shall inform the individual causing the disruption to cease the disruptive activity.
3. If the disruption fails to stop:
  - a. The Chair shall inform the individual causing the disruption that their actions are contrary to the orderly function of the meeting and that the individual is to cease such action, or the Sergeant-at-Arms (County Manager/designee) shall be instructed to remove the individual from the meeting site. The Chair shall direct the individual to leave the meeting site.
  - b. The Chair shall inform the individual that, if they is directed to leave and fail to do so, the individual shall be subject to arrest for trespassing.
  - c. If the disruption fails to cease, the Chair is authorized to take final action ~~and read the following: "As the Commission Chair, I inform you that your actions are inconsistent with the orderly function of this meeting, and you have failed to comply with the lawful order of the Chair. I instruct the Sergeant At Arms to have you removed from this meeting site, and if deemed necessary by the Sergeant-at-Arms, to remove you from this building."~~ **and instruct the Sergeant-at-Arms to remove the individual causing the disruption from the meeting site or building, whichever they deem necessary.**

#### H. Rules of Order and Debate

Every Commission member desiring to speak should address the Commission Chair and, upon recognition by the Chair, should confine their comments to the question under debate.

1. The maker of a motion shall be entitled to the floor first for debate.
2. A member, once recognized, should not be interrupted when speaking unless to call said member to order. The member should then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member will be at liberty to proceed.
3. If the Commission Chair wishes to put forth or second a motion, they shall relinquish the chair, in the following order, to: (1) the Vice Chair; (2) the senior Commission member (if the Vice Chair is absent); (3) another Commission member who has

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remained impartial; or the Clerk, until the main motion on which the presiding officer spoke has been disposed.

4. The most recent edition of Robert's Rules of Order shall be the rules of the Commission, so long as they do not conflict with ordinances, statutes, these rules, or the Bradford County Code.

## I. Voting

The votes during all Commission meetings should be transacted as follows:

1. In order to expedite business, the Chair shall determine whether to call for the vote by voice or electronic voting equipment. At the request of any Commissioner, a roll call vote shall be taken by the Clerk. ~~The roll call vote may be determined in alphabetical order, with the Chair voting last.~~ **The roll call vote may be determined in any order, with the Chair voting last.**
2. When the Chair calls for a vote on a motion, every member, who was in the Commission chambers must give their vote, unless the member has publicly stated that they are abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.011, Florida Statutes. If any Commissioner declines to vote "aye" or "nay" by voice, their vote shall be counted as an "aye" vote.
3. The passage of any motion, policy, or resolution shall require the affirmative vote of ~~at least~~ a majority of the membership of the Commissioner who are present and eligible to vote. In the case of tie in votes on any proposal, the proposal shall be considered lost.
4. Any Commissioner shall have the right to express dissent from or protest any ordinance, resolution, or policy of the Commission, and to have the reason therefore entered in the minutes.
5. If a motion is not carried by at least a majority of Commissioners present; the proposal shall be considered lost.

## J. Conflict of Interest as Specified in Section 112.3143 or Section 286.011, Florida Statutes

No Commissioner shall vote in their official capacity on a matter which would inure to their special private gain, or which the Commissioner knows would inure to the special private gain of any principal by whom they are retained, of the parent organization or subsidiary of a corporate principal by which they are retained, or a relative or of a business associate. Within fifteen (15) days following that Commission meeting, they shall file with the Clerk to the

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Commission a written description of the nature of their interest in the matter. The statement shall be received by the Clerk and incorporated into the minutes of the meeting.

#### K. Ordinances

1. An enacted ordinance is a legislative act which prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the County. Commission action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. All ordinances shall be introduced in writing and scheduled for public hearing after advertisement.
2. By vote of one more than the majority, the Commission may, without notice or hearing, adopt an emergency ordinance. The emergency ordinance shall contain a declaration describing the emergency, and shall be passed in accordance with Section 125.66(3), Florida Statutes.

#### L. Resolutions

Generally, an enacted resolution is an internal legislative act and is a formal statement of policy concerning matters of special or temporary character. Commission action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. A resolution may be put to its final passage on the same day on which it was introduced.

#### M. Motions

An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the county. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate. Before the Chair has stated a motion, its sponsor may change or withdraw it without the Commission's permission, and any member or the Chair may request that the maker withdraw it.

#### N. Reconsideration of Action Previously Taken

1. A motion to reconsider enables the Commission to set aside a vote on a main motion taken at the same meeting and to consider that motion again as though no vote had been taken on it.
2. A motion to reconsider shall be allowed at any time by any Commissioner during a meeting, except when a motion on some other subject is pending. No motion by any Commissioner to reconsider shall be made more than once on any subject at the same meeting.

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3. Upon passage of a motion to reconsider, no substantive action on the matter may be taken until a subsequent meeting so that the public and media may be on notice of the matter to be reconsidered. The subject matter shall be scheduled for the next regular Commission meeting for any action the Commission deems advisable.

**O. Rescinding Action Previously Taken**

Commission action may be rescinded by a supermajority, or 4/5ths vote. After a motion to reconsider has been adopted by a majority vote, any Commissioner may, at the next regular Commission meeting, move to rescind the action previously taken.

### **III. GENERAL PROVISIONS**

**A. Newly Elected Commissioners**

The term of County Commissioners elected to office shall commence on the first regular scheduled meeting following the general election as specified in Section 100.41, Florida Statutes. The County Manager will coordinate a swearing-in ceremony for newly elected commissioners. The County Manager shall provide an orientation program.

**B. Election of Chair and Vice Chair**

The Clerk shall preside over the election of officers. Procedures for electing officers are as follows:

1. At the last meeting in November of each year the Chair will call for nominations of a new Chair from the Commissioners.
2. Nominations will be accepted or declined by the nominee and the current Chair will either call for another nomination or for a vote. A Vice-Chair is also elected in a like manner. The Vice-Chair continues to have all the rights, privileges, and immunities of a member of the commission.
3. In case of the absence or temporary disability of the Chair, the Vice-Chair serves as Chair during the absence. In case of the absence or temporary disability of the Chair and the Vice-Chair, an Acting Chair and Vice-Chair, selected by members of the Commission, serves during the continuance of the absences or disabilities.



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- C. The Presiding Officer (the Chair) presides at all meetings of the Commission and is recognized as the head of the County for all ceremonial purposes. In addition to the powers conferred upon them as Chair, they continue to have all the rights, privileges, and immunities of a member of the Commission. The Chair's responsibilities include:
1. Calling the meeting to order, having ascertained that a quorum is present.
  2. Recognition of all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by them, and they declare all votes.
  3. Preserving order and calling to order any member of the Commission who violates any of these procedures; and, when presiding, deciding questions of order, subject to a majority vote on a motion to appeal.
  4. Expedition of business in every way compatible with the rights of members.
  5. Remaining objective. The Chair retains the same rights in debate as any other member, but the impartiality required of the Chair in an assembly precludes exercising these rights while presiding. The Chair should have nothing to say on the merits of pending questions until the Commissioners and citizens have fully debated the question. On certain occasions that should be extremely rare, the Chair may believe that a crucial factor relating to such a question has been overlooked and that their obligation as a member to call attention to the point outweighs the duty to preside at that time. If the Chair wishes to place or second a motion, the gavel must be relinquished.
    - A. Based upon these Rules of Procedure, the gavel will be relinquished in the following order:
      1. Vice Chair.
      2. Other Commissioners based upon seniority.
      3. Another Commission member who has remained impartial; and
      4. Clerk to the County Commission.

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

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6. Declaring the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present.
7. When time constraints dictate, the Chair is authorized to approve authorizations to advertise for public hearings.
8. Assignment of Commissioners' seats in the Commission Board Room.
9. For time-sensitive matters only, the chair is authorized to send letters to the county, state and federal legislative delegations and other government officials in support of Bradford County or community-based organization initiatives, such as legislative changes and grant requests, provided the Board of County Commissioners has taken a position in support of the initiative in its legislative agenda or by some other action expressed its position on the issue presented.

#### **D. Commission Appointments to Boards and Committees**

1. Members of the County Commission may serve on various boards and committees. Appointments are reviewed and made on the second regular scheduled meeting of November of each year or as soon thereafter as practicable.
2. A listing of previous-year appointments will be disseminated to the County Commission in advance of the appropriate meeting so that each Commissioner can determine their interest in serving on various boards and committees.
3. If there is no nominee or no volunteer or more than one volunteer for a vacancy, the Chair will appoint a commissioner to serve. The Commission shall ratify the appointments to boards and committees.
4. Each committee shall call upon, advise upon, and seek the recommendation of the County Manager's staff. Employees shall staff the various committees as directed by the County Manager. When the staff and committee's recommendations differ, both recommendations will be discussed at the appropriate regular Commission meeting.
5. The County Manager is responsible for scheduling recommendations or reports on the Commission agenda in a timely manner. Reports will include minutes of the committee meeting and other supporting documentation.

#### **E. Functional Groups**

1. To improve performance in functional areas of county operations, the County Manager may establish collaborative workgroups and a regularly scheduled forum to bring

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together multiple departments. These functional groups are intended to foster teamwork and better communication to enhance program coordination, policy recommendations, and regulations governing county operations.

2. Meetings of functional groups shall be regularly scheduled and properly noticed public meetings. The County Manager shall designate county staff to Chair each functional group. In order to assure timely communication of issues considered by each functional group, the agendas and functional group meeting minutes will be provided to all commissioners.

#### **F. Suspension and Construction of Rules**

Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rule already adopted. These Rules of Procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the Commission when approved by a majority vote required by law.

#### **G. Guidelines for Boards and Committees**

1. Designation, Length of Service. Boards and committees are to be designated as standing or special. A sunset date will be specified for special committees. Term length for serving on any standing board or committee will be a minimum of two years unless otherwise specified.
2. Transition between Members. Board or committee by-laws will include language, which provides for members whose terms have expired to continue serving until the appropriate appointments are made.
3. Alternate Members. All boards and committees shall have at least one alternate member. The attendance requirement detailed herein applies to alternate members. An alternate member shall serve in place of an absent member and shall have all the rights and responsibilities of the absent member, including the right to vote.
4. Attendance. Any board or committee member whose attendance is less than fifty percent (50%) of the last six (6) consecutive meetings will automatically be removed from the board or committee. ~~Staff liaisons shall report attendance monthly to the Board and Committee Coordinator. The coordinator will prepare a monthly report to the Commission of attendance violations. The coordinator will prepare a letter notifying attendance policy violators of their dismissal and will submit the letters to the Commission Chair for signature.~~

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- a. The board or committee ~~liaison~~ **chair** will provide written notice of attendance violations to the County Commission Chair. ~~If a board or committee member from another elected body has low attendance, the Board Coordinator notify the chief elected official of the elected body and the County Commission Chair of the low attendance. A letter notifying attendance policy violators of their dismissal will be submitted to the Commission Chair for signature.~~
- b. When a quorum is not present at an announced meeting of a board or committee, the board or committee shall meet in a workshop setting, record attendance, and furnish minutes. Officers shall be elected on October 1 of each fiscal year or as soon thereafter as practicable.

#### 5. Work Plans and Accomplishment Reports

- a. Boards and committees shall submit work plans, accomplishment reports or other communications directly to the County Commission Chair with a copy to the County Manager. The details associated with the work plans will be dependent upon the mission of the board or committee. Oral presentations on work plans or reports of accomplishments are optional. If presentations are given, they should be scheduled on the Commission's agenda coinciding with the submission date for the written documents. All boards will receive training relative to their prospective appointments within the first year of the term. If any said member is unable to attend, they shall relinquish their post and another member will be solicited. This is to ensure all members of any board representing the Commission are properly trained in order to eliminate conflicts and promote a sense of responsibility and order. Failure to do so shall constitute grounds for removal.

6. All boards will receive training relative to their prospective appointments within the first year of their term. If any said member is unable to attend, they shall relinquish their post and another member will be solicited. This is to ensure all members of any board representing the Commission ~~is~~ **are** properly trained ~~in order~~ to eliminate conflicts and promote a sense of responsibility and order. Failure to do so shall constitute grounds for removal.

#### 7. Removal of Members for Cause

- a. Any board or committee member may be removed for good cause by the Commission after consideration of the issue at a Commission meeting. A removal for good cause shall be based on the failure of the board member to adhere to and/or enforce the Bradford County Code of Ordinances while performing their duties as a Board or committee member.

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8. Election of Officers

- a. All board and committee officers (i.e. Chair, Vice-Chair, etc.) shall be elected by the membership of the board of committee.
- b. Officers shall be elected on October 1<sup>st</sup> of each fiscal year or as soon thereafter as is practicable.

9. Meeting Frequency

- a. At a minimum, all boards and committees shall meet once per year.
- b. The names of those boards or committees that do not meet this minimum requirement shall be submitted to the County Manager.
- c. Recommendation to dissolve boards or committees or other recommended action will be submitted to the Commission for consideration.

10. Parliamentary Procedure

- a. As appropriate, the most recent edition of the Roberts Rules of Order shall be the rules of the boards and committees, so long as they do not conflict with ordinances, statutes, or these rules.

11. Open to the Public

- a. All board and committee meetings shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes. Regular committee meetings will be conducted in a publicly owned or controlled building. Special meetings and any subcommittee meetings will also be conducted in publicly owned or controlled buildings. All meetings will be held in a building that is open to the public.