

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

May 16, 2024

6:30 PM

Bradford County Courthouse

945 North Temple Avenue

Starke, Florida 32091

AGENDA

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 04-02-2024

B. Amend Something Previously Adopted in the March 5, 2024, Meeting Minutes. Under Item “2(B) – Road Closure John Patton,” the Last Name Should Be Spelled Paton.

C. Request for Promulgation Letter of County Comprehensive Emergency Management Plan

D. Consider Approval of an Invoice from ESO Solutions Inc. for EMS/Fire Report Software as Sole Source (\$35,285.55)

E. Retroactive Approval of Correction of Error to Wording in CTPA Grant Letter Originally Approved at the 5-7-2024 Regular BoCC Meeting.

4. Please Consider a Cost-of-Living Adjustment for Board Employees for Fiscal Year 24-25

ACTION

Information

5. UF/IFAS Extension Bradford County 2023 Year in Review

Discussion

6. Fire Assessment Presentation – Jeff Rackley with Stantec

ACTION

7. Ambulance Wait Time Fee Schedule

8. Clerk Reports – Denny Thompson, Clerk to the Board and Clerk of the Circuit Court

9. Sheriff Reports – Gordon Smith, Sheriff

ACTION

A. Proclamation Declaring May 2024 as Law Enforcement Appreciation Month

10. County Manager Reports – County Manager, Scott Kornegay

ACTION

A. Request to Apply for HMGP Funding

11. County Attorney Reports – Richard Komando

ACTION

A. County Manager Evaluation Form

12. Commissioner’s Comments

13. 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

AGENDA ITEM INFORMATION SHEET (AIIS)

DATE OF MEETING: May 16, 2024

AGENDA ITEM Meeting minutes from 04/02/24

DEPARTMENT: Clerk's Office

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

April 2, 2024

9:30 A.M.

Bradford County Courthouse

945 North Temple Avenue

Starke, Florida 32091

MEETING MINUTES

BOARD MEMBERS PRESENT: Commissioner District 1 – Chair Carolyn Spooner
Commissioner District 4 – Vice-Chair Danny Riddick
Commissioner District 3 – Joseph C. Dougherty
Commissioner District 5 – Diane Andrews

BOARD MEMBERS NOT PRESENT: Commissioner District 2 – Kenny Thompson

PRESS PRESENT: None

STAFF MEMBERS IN ATTENDANCE: County Manager Scott Kornegay; Executive Assistant Amanda Brown; County Attorney Rob Bradley; Clerk of Court Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana LaFollette; Community Development Director Kelly Canady; Fire Marshal Chris Cooksey; Col. Brad Smith; Sheriff Gordon Smith; Fire Rescue Chief Ben Carter; Fire Rescue Division Chief Dylan Rodgers; and Ag/Extension Agent Lizzy Whitehead.

1. **CALL TO ORDER:** Chair Spooner called the meeting to order at 9:30 A.M.

2. **PUBLIC COMMENTS:**

- Paul Still
- Codie Carter with The Hospice of Florida

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

A. MEETING MINUTES FROM 3-5-2024

B. FWC AGREEMENT NO. 19022, AMENDMENT 3 (CYPRESS RUN EXTENSION OF AGREEMENT TO JUNE 30, 2025).

C. LETTER OF SUPPORT FOR HOSPICE OF THE SUNSHINE STATE, LLC, CERTIFICATE OF NEED.

D. SATISFACTION OF MORTGAGE ON SHIP LOAN – ANDERSON, H.

E. AWARD SHIP REHAB FILE # 2019-1-S TO FLORIDA HOMES, INC. IN THE AMOUNT OF \$39,650.

F. DEVIATE FROM LHAP ON SHIP REHAB FILE #2019-1-S IN THE AMOUNT OF \$39,650.

G. SHIP REHAB FILE # 2019-1-S CONTRACT BETWEEN BOCC AND FLORIDA HOMES, INC. IN THE AMOUNT OF \$39,650.

H. MODIFICATION TO DEVELOPER AGREEMENT BETWEEN BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS AND CLAY COUNTY UTILITY AUTHORITY (\$2,126.31)

Discussion:

- Item H – the contract amount is being paid by the contractor – no county funds are being expended.
- Item E,F,G: comments made on monitoring SHIP projects.

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

Motion Carries 4-0

4. **A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, REGARDING THE EXPENDITURE OF STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) FUNDS ON COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE ACTIVITIES WITHIN THE TOWN LIMITS OF THE TOWN OF BROOKER, SO THAT SUCH FUNDS MAY BE USED AS LEVERAGE FOR THE TOWN OF BROOKER'S FEDERAL FISCAL YEAR 2023-24 FLORIDA SMALL CITIES CDBG HOUSING REHABILITATION GRANT APPLICATION; PROVIDING AN EFFECTIVE DATE.**

Chair Spooner recognized County Attorney Rob Bradley who read the resolution title into the record. Chair Spooner recognized Kelly Canady who reported that the Town of Brooker is requesting, by resolution, SHIP funds in the amount of \$25,000 to be used as a local match in Brookers fiscal-year 2023-2024 CDBG grant application.

Discussion: none

It was **MOVED** by Commissioner Andrews and **SECONDED** by Commissioner Dougherty to approve as read.

Motion Carries 4-0

5. GAS TAX PROJECTS

A. CONSIDER APPROVAL TO ADD FOUR ¼ MILE SECTIONS OF ROADS AS GAS TAX PROJECTS:

- 1) **NE 213TH ST BETWEEN NE 216TH AND CR 225 IN LAWTEY**
- 2) **NE 17TH AVE OFF NE 200B IN LAWTEY**
- 3) **NE 20TH AVE FROM NE 200B IN LAWTEY**
- 4) **NE 223RD ST FROM CR 225 IN LAWTEY**
- 5) **SE 17TH AVE FROM SE 150TH ST TO SR 230**

Chair Spooner recognized Jason Dodds who sought permission from the board to obtain cost estimates for permitting and engineering to pave roads 1-4 listed above (Note: Item 5 was added by mistake).

Discussion: none

- Chair Spooner requested that roads 1-4 be considered for approval to pave with gas tax revenue.
- Roads listed are county-maintained roads.
- Comments on the need for the board to approve cost estimates to pave the listed roads at a later meeting.
- Explore all paving options including chip seal material when paving roads.
- Remarks that the board discussed paving these roads last fall.
- S.E. 11th Avenue was not chip sealed because the base was not firm enough.
- The chip seal material at S.E. 16th and Pumpkin Patch Road is in good condition.

- Recommendation to have a reserve in Gas Tax funds.
- Eligibility requirements for FDOT funding to pave roads includes but is not limited to having 60-foot right-of-way.
- When asked if N.W. 177th Street in Pleasant Grove would be eligible for FDOT paving funds, Mr. Dodds said that it would and that the agency had committed monies for a sidewalk along the route, which may involve resurfacing the road.
- Remarks regarding the value of improved road infrastructure for growth, development, and safety.
- Mr. Dodds advised that he should have the cost estimates available for board approval at either the last meeting in April or the early meeting in May.
- S.E. 17th Avenue (road listed as 5) will need a limerock base and asphalt paving because it is not viable for chip sealing due to the deteriorated condition of milled road. Chip seal material will not bond to a detreated milled road.
- Chair Spooner advised Jason Dodds that Lawtey constituents that live on NE 17th and 223 are asking for road maintenance.

It was MOVED by Commissioner Andrews and SECONDED by Commissioner Dougherty for Jason Dodds to obtain cost estimates (permitting and engineering) on the best paving method (asphalt paving or chip seal paving) of roads 1 through 4 (as listed above).

Motion Carries 4-0

B. CONSIDER APPROVAL THE PROPOSAL FROM CHW FOR PROFESSIONAL CONSULTING SERVICES FOR THE PAVING OF SE 17TH AVE. (\$16,250).

Discussion:

- The proposal is to allow CHW to design the plans and to obtain permits from the water management district.
- The road limit of SE 17th is longer than 1/4 mile but is not as long as S.E. 11th Avenue.
- The cost estimate for paving will come before the board at a later meeting for approval.

It was MOVED by Commissioner Andrews and SECONDED by Vice-Chair Riddick to approve item B.

Motion Carries 4-0

C. CONSIDER APPROVAL OF THE PROPOSAL FROM CHW FOR PROFESSIONAL CONSULTING SERVICES FOR THE PAVING OF SE 11TH AVE. (PREVIOUSLY APPROVED GAS TAX PROJECT) (\$46,000)

Discussion: none

- The road limit of S.E. 11th Avenue is 2 miles.
- The proposal is to allow CHW to design the plans and to obtain permits from the water management district.
- The cost estimate for paving will come before the board at a later meeting for approval.
- The revised proposal for asphalt paving of S.E. 11th Avenue is due to the vendor delaying the previous proposal for chip sealing. The delay caused the milled road to become deteriorated and now the road is no longer viable for chip sealing.

It was **MOVED** by Commissioner Andrews and **SECONDED** by Vice-Chair Riddick to approve item C.

Motion Carries 4-0

6. CLERK REPORTS – DENNY THOMPSON

Clerk Thompson asked the board to consider prohibiting dirt road subdivisions and flag lots. He advised that the board should consider only accepting subdivisions with roads that meet FDOT standards. He referred to Clay County's Land Development Regulations.

Discussion:

- Interest expressed in exploring Clerk Thompson's recommendations. Mr. Kornegay responded that he will get with the county attorney and draft language to bring before the board.
- Interest expressed in scheduling budget workshops.
- Clarification that the first budget hearing on September 3rd will be in the evening at 5:30 a.m., not immediately after the scheduled county commission meeting at 9:30 a.m.
- Inquiry on when the consultant for the fire assessment will be ready to present a report. Mr. Kornegay responded he and staff met with the consultant last week and reported that the consultant should be ready to present a report in the coming weeks.

7. SHERIFF REPORTS – GORDON SMITH

Sheriff Smith reported the following:

- The Bradford County Sheriff's Office completed a level 1 accreditation review through the Florida Sheriff's Association's Professional Recognition Program. The program is designed to recognize sheriff's offices for their commitment and progress to achieve accreditation status through the Florida Commission of Law Enforcement. Sheriff Smith advised that his office expects to receive the Level 1 Accreditation Award during the summer sheriff's conference.
- Shared a PowerPoint presentation to highlight the following in his yearly progress report for his office:
 - Communications Division
 - Patrol Division
 - Traffic Enforcement and Education
 - Civil Process and Code Enforcement Unit
 - School Prevention Unit
 - Professional Development Training
 - Sheriff's Explorer Program
 - Sheriff's Posse
 - Criminal Investigations
 - Emergency Management
 - Corrections Division
 - Sex Offender Unit
 - Judicial Services and Transportation
 - Inmate Work Crew
 - Animal Services

8. COUNTY MANAGER REPORTS – SCOTT KORNEGAY

Mr. Kornegay recognized Chief Carter to give a report on the paramedicine program. Chief Carter introduced Lt. David Weeks, who is the new community paramedic for the paramedicine program, sharing that Mr. Weeks has been with the county for 10 years and has a bachelor's degree in emergency management.

Chair Spooner recognized David Weeks who expressed his enthusiasm for the program and a few of the topics he intends to concentrate on, including but not limited to public education, the use of Narcan, opioid abuse reduction, risk reduction, in-home fall risk assessment, and medication reconciliation. He disclosed that he will be having meetings about this endeavor with other agencies in the upcoming weeks.

Discussion:

- Commissioner Andrews requested a copy of Mr. Weeks' plan for the paramedicine program to include in her 5-year strategic plan.
- Focus on opioid treatment.

9. COUNTY ATTORNEY REPORTS – ROB BRADLEY

Mr. Bradley stated that his office is eager to collaborate with staff to investigate amending the Bradford County Land Development Regulations to ensure that new subdivisions have infrastructure in place, with the developer bearing a larger portion of the cost, and that a longer-term maintenance plan is in place.

10. COMMISSIONER'S COMMENTS

Commissioner Andrews

- Inquiry in the status of the strategic plan. In response, Mr. Kornegay stated that his office is still gathering the necessary data and that it should be available the first of next week.

Commissioner Dougherty

- Remarks on participating in the statewide council's meeting to discuss opioid abatement and the use of funding for various initiatives, such as the deployment of overdose response kits. Chief Carter stated that all AED locations will have said kits available. Commissioner Dougherty suggested that staff members take part in the upcoming teleconference.

Vice-Chair Riddick

- Reported that the contractor began construction of the new living quarters at Theresa Station 10.

11. CHAIR'S COMMENTS

- Remarks regarding the groundbreaking event for the asphalt company held by Clay County IKOA. mentioned that there is a chance to collaborate on this initiative with Clay County.
- Announced the ribbon cutting event of the new pickleball court in the City of Starke.
- Comments expressing appreciation of partnerships with other entities and organizations.
- Requested that people assist in promoting Bradford County's health and wellness centers. The following are the venues of the meetings: Tatum Brothers Park in Lawtey on the second Thursday of each month from 8:30 am to 12:30 pm; RJE on the first and third Thursday of each month from 10 am to 2 pm; and the old school in Hampton on the second and fourth Tuesday of each month from 10 am to 2 pm.
- Announced that at a later board meeting, Lizzy Whitehead with the Bradford County Ag/Extension Office will present on the programs she manages.
- Reminder that on Saturday, April 27th, she will organize a cancer awareness walk along C.R. 100-A. The walk will take place from Mount Episcopal Church to the Steel Mill - approximately two miles.

ADJOURN: There being no further business, the meeting adjourned at 10:44 a.m.

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

CAROLYN SPOONER, CHAIR

ATTEST:

DENNY THOMPSON, CLERK TO THE BOARD

MINUTES PREPARED BY:

RACHEL RHODEN, CHIEF DEPUTY CLERK

Minutes approved by the BOCC during a scheduled meeting on: _____

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET (AIIS)

DATE OF MEETING:

AGENDA ITEM

Amend something previously adopted in the March 5, 2024 meeting minutes. Under item “2(B) – Road Closure John Patton”, the last name should be spelled Paton.

JUSTIFICATION:

The spelled version of “John Patton” appeared under item 2(B) of the published agenda on March 5, 2024. Therefore, the meeting minutes reflected the same spelling.

On May 7, 2024, Zoning Director Randy Andrews advised that the applicant requested that the spelling of his last name be corrected in the March 5, 2024 meeting minutes as “Paton”.

Note: Per Roberts Rule of Order 12th Edition – 48:15, the following steps are advised: If the existence of an error or material omission in the minutes becomes reasonably established after their approval – even many years later – the minutes can be corrected by means of a motion to Amend Something Previously Adopted, which requires a two-thirds vote, or a majority vote with notice, or the vote of a majority of the entire membership, or unanimous consent. In such a case the content of the original minutes must not be altered, although it may be advisable for the secretary to make a marginal notation indicating the corrected text referring to the minute of the meeting at which the correction was adopted. The minutes of the later meeting must include the full text of the motion to Amend Something Previously Adopted, which necessarily includes all information required to construct an accurate record of the actions taken at the earlier meeting.

DEPARTMENT:

Clerk’s Office

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

March 5, 2024

9:30 A.M.

Bradford County Courthouse

945 North Temple Avenue

Starke, Florida 32091

MEETING MINUTES

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
Commissioner District 5 – Diane Andrews

PRESS PRESENT: None

STAFF MEMBERS IN ATTENDANCE: County Manager Scott Kornegay; Executive Assistant Amanda Brown; County Attorney Rob Bradley; Clerk Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana LaFollette; Fire Rescue Chief Ben Carter; Fire Rescue Chief Dylan Rodgers; Sheriff Gordon Smith; Zoning Director Randy Andrews; and Public Works Director Jason Dodds.

- 1. CALL TO ORDER:** Chair Spooner called the meeting to order at 9:33 A.M.
- 2. PUBLIC HEARING – ROAD CLOSURES – RANDY ANDREWS, ZONING DIRECTOR**

A. ROAD CLOSURE BONILLA FAMILY FARMS.

Chair Spooner opened the public hearing for public comment; there being none, the hearing was closed. Chair Spooner recognized Mr. Andrews who introduced the road closure applications for board consideration.

It was MOVED by Commissioner Andrews and SECONDED by Commissioner Dougherty to approve the road closure as presented.

Discussion - None

Motion Carries 5-0

B. ROAD CLOSURE JOHN PATTON.

It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to approve the road closure as presented.

Discussion – None

Motion Carries 5-0

C. ROAD CLOSURE MARK KING.

It was **MOVED** by Vice-Chair Riddick and **SECONDED** by Commissioner Thompson to approve the road closure as presented.

Discussion – None

Motion Carries 5-0

3. PUBLIC COMMENTS:

- Paul Still
- David Ross

4. APPROVAL OF CONSENT AGENDA ITEMS:

- A. MEETING MINUTES FROM 1-18-2024.**
- B. MEETING MINUTES FROM 2-6-2024.**
- C. STATE GRANT AGREEMENT S25-24-01-02 FOR SYSTEM UPGRADE MAINTENANCE.**
- D. SATISFACTION OF MORTGAGE ON SHIP REHABILITATION FILE #2017-4-S.**
- E. RATIFICATION OF PAYMENT REGISTER(S) FROM 12-22-23 THROUGH 2-22-24.**
- F. SYSTEM MAINTENANCE RENEWAL GRANT.**
- G. JONES EDMUNDS WORK ORDER NO. 4 FOR LANDFILL INSPECTION (\$3,000).**
- H. MEMORANDUM OF AGREEMENT WITH FLORIDA DEPARTMENT OF COMMERCE FOR RE-DESIGNATION OF THE NORTH CENTRAL RURAL AREA OF OPPORTUNITY.**
- I. PERMISSION FROM THE STATE TO ABANDON THE STATE-FUNDED HEILBRONN SPRINGS PROJECT (AN APPROPRIATIONS REQUEST PROJECT PREVIOUSLY SUBMITTED BY SHERIFF SMITH WHEN HE MANAGED FIRE OPERATIONS) AND BUILD TWO NEW FIRE STATIONS: STATION 90 IN SAMPSON CITY AND STATION 20 IN THERESSA.**
- J. ACCEPTANCE OF THE HIGH BID OF \$150,000 FOR PURCHASE OF PARCEL 02404-0-00100 (FORMER PIZZA HUT) VIA GOVDEALS.COM.**
- K. ACCEPTANCE OF FLORIDA WORKFORCE GRANT (AUTOMATED CPR DEVICES).**

Discussion:

- Item I: Clarification that the construction project is not for two new fire stations but rather two new living quarters at Station 90 and Station 20.

It was **MOVED** by Commissioner Thompson and **SECONDED** by Vice Chair Riddick to approve the consent agenda.

Motion Carries 5-0

5. CONSIDER “B&H FARMS,” A MINOR SUBDIVISION LOCATED IN SECTION 35, TOWNSHIP 6 SOUTH, RANGE 22 EAST, BRADFORD COUNTY, FLORIDA TO BE OFFICIALLY RECORDED IN THE PLAT BOOK REGISTRATION OF THE PUBLIC RECORDS OF BRADFORD COUNTY, FLORIDA.

Mr. Andrews presented a minor subdivision plat “B&H Farms” for board consideration of approval. He reported that this development has nine lots, is off S.W. C.R. 100-A (Edwards Road), has no improvements, and S.W. C.R. 100-A is the only access point. Mr. Andrews advised that he contacted the Bradford County Public Works Department and the Bradford County Soil Water and Conservation District for comments.

Discussion: None

It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to approve the minor subdivision as presented.

Motion Carries 5-0

6. CONSIDER “HUNTER’S ACRES,” A MINOR SUBDIVISION LOCATED IN SECTION 22, TOWNSHIP 7 SOUTH, RANGE 21 EAST, BRADFORD COUNTY, FLORIDA TO BE OFFICIALLY RECORDED IN THE PLAT BOOK REGISTRATION OF THE PUBLIC RECORDS OF BRADFORD COUNTY, FLORIDA.

Mr. Andrews presented a minor subdivision plat “Hunters Acres” for board consideration of approval. He reported that this development has 6 lots, is off C.R. 18, between Hampton Lake and C.R. 277, has no internal improvements, and C.R. 18 is the only access point.

Discussion: None

It was MOVED by Vice Chair Riddick and SECONDED by Commissioner Thompson to consider Hunters Acres.

Motion Carries 5-0

7. CONSIDER “THE REFUGE,” A MINOR SUBDIVISION LOCATED IN SECTION 1, TOWNSHIP 7, SOUTH, RANGE 19 EAST, BRADFORD COUNTY, FLORIDA, TO BE OFFICIALLY RECORDED IN THE PLAT BOOK REGISTRATION OF THE PUBLIC RECORDS OF BRADFORD COUNTY, FLORIDA.

Mr. Andrews presented a minor subdivision plat “The Refuge” for board consideration of approval. He reported that this development is situated between Brooker and New River, west of the Hazen Property, off C.R. 18. He stated that this development will include an easement for ingress and egress for utilities and that the developer is aware that the subdivision road is private and will not be maintained by the county. Mr. Andrews advised that he contacted the Bradford County Public Works Department and the Bradford County Soil Water and Conservation District for comments.

Discussion: None

It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Andrews to approve the minor subdivision as presented.

Motion Carries 5-0

8. CONSIDER APPROVAL OF TDC FUNDS NOT TO EXCEED \$40,000 TO PURCHASE A MERV UNIT FOR FIRE RESCUE TO PROMOTE BRADFORD COUNTY DURING EVENTS AND PROTECT VISITORS.

Chair Spooner recognized Pam Whittle, President/CEO of the North Florida Chamber of Commerce, who sought board approval to purchase a MERV unit with TDC funds for the purpose of providing public safety during events in Bradford County.

Chair Spooner recognized Chief Carter who reported that he currently has a 2003 Kawasaki mule and a 2008 golf cart available for emergency response during events. He advised that his operations could use an updated MERV unit.

Discussion:

- The MERV unit will have firefighter and patient transport capabilities that will be built in-house to save on costs.
- Comments in support of a MERV unit.

It was MOVED by Commissioner Andrews and SECONDED by Commissioner Thompson to approve the purchase of a MERV unit not to exceed \$40,000.

Motion Carries 5-0

9. CLERK REPORTS – DENNY THOMPSON

Clerk Thompson reported that he invested the county's reserve funds into certificates of deposits at separate banks.

10. SHERIFF REPORTS – GORDON SMITH – None

11. COUNTY MANAGER REPORTS – SCOTT KORNEGAY

❖ ENGINEERING CONTINUING SERVICES CONTRACTS

Mr. Kornegay reported that the county has engineering contracts with three separate companies (CHW Professional Consultants; Jones Edmunds Engineering and Consulting Services; and DRMP), two of which are set to expire at the end of 2024. He requested that the board consider how it would like to proceed with engineering services.

Discussion:

- Comments in favor of putting out an RFQ (Request for Qualifications) for multiple engineering companies with various expertise. RFQ process should include a committee to review qualifications and report results to the board.
- To ensure there is no service delay, staff members should consider the length of an RFQ process and schedule it in accordance with contract expiration dates.

Consensus to move forward with RFQ for continue services contract.

❖ **DOUGLAS BUILDING DEED**

Mr. Kornegay reported that Secretary Hamilton with the Department of Environmental Protection (DEP) mailed a deed transferring the Douglas Building's ownership to the Bradford County Board of County Commissioners. Mr. Kornegay said his staff will start negotiating a lease with MHD Rockland to occupy the property as soon as the deed is recorded.

Discussion:

- Comments expressing gratitude to Mr. Kornegay for pursuing this property.

❖ **STATION 10 FIRE STATION GROUNDBREAKING CEREMONY**

Mr. Kornegay reported that the county held a groundbreaking ceremony for the living quarters at Station 10 and that construction should begin in the next couple of weeks.

Discussion:

- Comments expressing thanks to Vincent Esson for funding the living quarters.

12. COUNTY ATTORNEY REPORTS – ROB BRADLEY – None

13. COMMISSIONER'S COMMENTS

Vice Chair Andrews:

- Comments regarding the fair schedule; urged folks to support the youth during the fair.
- Positive remarks about the Station 10 groundbreaking ceremony.
- Made a request for the 5-year strategic plan's documentation. Mr. Kornegay advised that the documentation is being worked on by his team and will be forwarded to her.

Commissioner Dougherty

- Expressed regret for missing the groundbreaking ceremony at Station 10 because of a work conflict.

Vice Chair Riddick

- Positive remarks on the Pit Bike Riders race event.
- Positive remarks about the Station 10 groundbreaking ceremony.
- Positive remarks on the board purchasing a MERV unit.

- Expressed gratitude to Rob Bradley for representing the board.

14. CHAIR'S COMMENTS

- Positive remarks on broadcasting board meetings live.
- Thanked county offices for a productive working relationship.
- Announced the Strawberry Festival dates – March 23-24, 2024.
- Urged people to snap lovely photos at events and submit them to the county in order for it to be included in the Florida Association of Counties (FAC) calendar.
- Shared information of various HUB sites in Bradford County.
- Announced that IKO Clay Hill will hold its groundbreaking ceremony on March 27th from 9:30 am – 11:30 am. Mr. Kornegay advised that the event is by invitation only.

ADJOURN: There being no further business, the meeting adjourned at 10:19 a.m.

MINUTES PREPARED BY: Rachel Rhoden, Chief Deputy Clerk

Minutes approved by the BOCC during a scheduled meeting on: April 2, 2024

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: 05/16/2024

AGENDA ITEM: Consent Agenda – Request for Promulgation Letter of County Comprehensive Emergency Management Plan

DEPARTMENT: Emergency Management

PURPOSE: Bradford County has recently completed its required CEMP review with the Florida Division of Emergency Management. Our plan was deemed in compliance with state standards. A letter of promulgation is now required.

ASSOCIATED COST(S): None

BUDGET LINE (G/L #): N/A



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

April 26, 2024

Brad Witt, Director
Bradford County Emergency Management
945-B North Temple Avenue
Starke, Florida 32091

Dear Director Witt:

In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Bradford County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

The approved plan must now be adopted by resolution by the governing body of the jurisdiction within 90 days in accordance with Rule 27P-6.006(11) FAC. You must forward a copy of the adoption resolution and an electronic copy of the adopted plan to FDEM to complete compliance. Failure to adopt the plan by resolution within 90 days will result in a letter of non-compliance unless an adoption extension is requested in accordance with Rule 27P-6.006(11) FAC.

Dir. Witt
April 26, 2024
Page Two

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Austin Delgado, at (850) 524-8189 or by email: Local.CEMP@em.myflorida.com.

Sincerely,

Andrew Sussman,
All-Hazards Unit Manager

LM/AS/ad/

RELEVANT STAKEHOLDERS:

Diane Andrews, Chair, Bradford County BOCC
Glen Hammers, DEM Regional Coordinator
Sandra Joseph, RPC Representative
Melissa Shirah, DEM - Recovery
Laura Dhuwe, DEM - Mitigation
Austin Delgado, DEM – CEMP Planner



Bradford County Board of County Commissioners

District I Carolyn Spooner Chair	District II Kenny Thompson	District III Chris Dougherty	District IV Danny Riddick Vice Chair	District V Diane Andrews
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LETTER OF PROMULGATION

Approval Date: May 16th, 2024

To: Officials, Employees, and Citizens of Bradford County

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. Bradford County, in cooperation with the county's constitutional officers, and nonprofit agencies, has prepared this Comprehensive Emergency Management Plan (CEMP) to ensure the most effective allocation of resources for the protection of people and property in time of an emergency.

While no plan can completely prevent injuries and damage, good plans carried out by knowledgeable and well-trained personnel can reduce losses. This plan establishes the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts of the various emergency staff and service elements using the Emergency Support Function concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

This CEMP is an extension of the State Comprehensive Emergency Management Plan. The County will periodically review and exercise the plan and revise it as necessary to meet changing conditions.

The Bradford County Board of County Commissioners gives its full support to this plan and urges all officials, employees, and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the Bradford County Comprehensive Emergency Management Plan, constitutes the adoption of the plan, and the adoption of the National Incident Management System (NIMS). This emergency plan becomes effective on approval by the Board of County Commissioners.

Carolyn Spooner, Chairwoman
Bradford County Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: May 16, 2024

AGENDA ITEM Consider Approval of an Invoice from ESO Solutions Inc. for EMS/Fire Report Software as Sole Source (\$35,285.55)

DEPARTMENT: Fire/Rescue and IT

PURPOSE: Approve invoice to continue service for EMS/Fire Report software.

ASSOCIATED COST(S): \$35,285.55

BUDGET LINE (G/L #): 001-08-516-52500-00



Please send payments to:
 ESO Solutions, Inc.
 PO Box 679449
 Dallas, TX 75267-9449

Invoice

Date: 4/17/2024
Invoice # ESO-137959
Terms Net 30
Due Date 5/17/2024
PO#

Bill To

Bradford County Fire Rescue
 945 North Temple Ave
 Suite C
 Starke FL 32091
 United States
dylan_rodgers@bradfordcountyfl.gov

Ship To

Bradford County Fire Rescue
 945 North Temple Avenue Suite C
 Starke
 FL 32091
 US

Item	From	To	QTY	UOM	Total
ESO Fire Incidents Includes Auto EHR-import or Auto-CAD import, federal NFIRS data reporting, software updates and upgrades.	5/17/2024	5/16/2025	4	Stations	USD \$4,540.65
ESO EHR Suite Patient care reporting suite, includes EHR web and mobile client, Quality Management, AdHoc Reports, Analytics, Patient Tracker. Allows for unlimited users, unlimited mobile applications, live support, state and federal data reporting, ongoing weekly web training, software updates and upgrades.	5/17/2024	5/16/2025	10,400	Incidents	USD \$18,555.14
EHR Cardiac Monitor Integration Cardiac monitors integration. Allows for import of cardiac monitor data via local or cloud integration. Ongoing maintenance included. Unlimited connections.	5/17/2024	5/16/2025	10,400	Incidents	USD \$1,373.87
EHR Billing Interface Allows for integration of discrete ePCR data into third-party billing software. Ongoing maintenance included.	5/17/2024	5/16/2025	10,400	Incidents	USD \$843.42
EHR CAD Integration Allows for integration of CAD data into EHR mobile and web application. Ongoing maintenance included. Additional fees from your CAD vendor may apply.	5/17/2024	5/16/2025	10,400	Incidents	USD \$3,177.40
On Demand Learning Unlimited, online training for all ESO products.	5/17/2024	5/16/2025	80	Employees	USD \$2,965.22
ESO Inspections Includes the ability to manage multiple code sets, using those to developed customized Check-lists for inspections. The application allows you to schedule, manage, execute and finalize inspections as well as reschedule any required follow up inspections.	5/17/2024	5/16/2025	4	Stations	USD \$2,047.54
ESO Properties Includes CAMEO integration, Pre-Plan view. Stores property and occupant history (presence of chemicals and tanks, Incidents, and previous inspections).	5/17/2024	5/16/2025	4	Stations	USD \$1,782.31



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 ESO Solutions, Inc.
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 Dallas, TX 75267-9449

Invoice

Date: 4/17/2024
Invoice # ESO-137959
Terms Net 30
Due Date 5/17/2024
PO#

Invoice Message:

ACH/EFT bank information:

PNC Bank
 Routing: 031207607
 Account Number: 8026412499
 Swift Code: PNCCUS33

Check Remittance lockbox address:

ESO Solutions, Inc.
 PO Box 679449
 Dallas, TX 75267-9449

Total (Without Tax):	USD \$35,285.55
Tax:	USD \$0.00
Grand Total:	USD \$35,285.55
Amount Paid/Credit:	USD \$0.00
Total Recurring:	USD \$35,285.55
Total One-Time:	
Invoice Balance:	USD \$35,285.55

Please submit payment remittances to accountsreceivable@eso.com to ensure correct invoice application.

Amounts invoiced are per your agreement(s) which may include annual uplift and an increase in quantities based on usage overages. Your payment of this invoice serves as acceptance of such increases.

Questions? Contact: AccountsReceivable@eso.com 866-766-9471 option 8

Tax ID: 36-4566209

ESO will never e-mail you soliciting payment information. Please call us or e-mail AccountsReceivable@eso.com if you have any questions or wish to make a change.

This invoice presents the total net price of the product(s) and/or service(s) which is inclusive (net) of any discount. As the buyer of such product(s)/service(s), you may have additional reporting obligations to federal or state health care programs (including pursuant to 42 CFR 1001.952(h)) and/or upon inquiry by the HHS Secretary or other state or federal agencies. As the buyer, you must adhere to any other relevant federal or third-party payer requirements.

Pay Online

[For a 3% fee, pay via Card](#)

Direct Card Payment Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha8S/custinvc/7017302/?amount=3634411.65

[Pay via Online Bank Transfer](#)

Direct Bank Transfer Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha8S/custinvc/7017302/?card=false

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: May 16, 2024

AGENDA ITEM Retroactive Approval of Correction to Error in CTPA Grant Letter Originally Approved at the 5-7-2024 Regular BoCC Meeting

DEPARTMENT: County Manager

PURPOSE: Correction made to change the grant name from “Competitive Florida Partnership Grant” (CFP) to the “Community Planning Technical Assistance Grant” (CPTA), and to remove the City of Brooker from the section “Letters of Support Demonstrating Partnership.”

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Catalyzing Economic Growth in Bradford County:
A Comprehensive Economic Development Implementation Strategy
Bradford County CPTA Grant Funding Request SFY 2024-2025

Prepared by:
Scott Kornegay
Amber Shepherd
3/10/2024

Any inquiries with respect to this proposal may be delivered to:
Scott Kornegay, County Manager
Bradford County, Florida
945 North Temple Avenue
Starke, FL. 32091
O: 904.966.6327
M: 904.699.0101
Scott_Kornegay@bradfordcountyfl.gov
<https://www.bradfordcountyfl.gov/>

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Letter of Request

Bradford County is at a pivotal moment in its economic development journey. We seek the Community Planning Technical Assistance Grant to enhance our ability to create sustainable growth and capitalize on our region's unique potential. This grant is not just about funding; it's a catalyst for innovation and a means to empower our community with the resources needed for a strategic and prosperous transformation. It will enable us to undertake vital projects that are essential for our long-term economic resilience and success.

Project Management

Project Management Leadership: Under the experienced leadership of Scott Kornegay, Bradford County Manager, and Amber Shepherd from Northeast Florida Economic Development Corporation (NEFEDC), this project will align seamlessly with both county and regional economic goals. Their proven track records in managing large-scale initiatives will ensure meticulous oversight and strategic alignment throughout the project's lifecycle. Their collaborative leadership ensures that the project aligns strategically with county and regional goals.

Scott Kornegay is a lifelong public servant and a veteran of the US Air Force and Florida Air National Guard. He retired from the Jacksonville Fire and Rescue Department with nearly 24 years of service. Scott is the former city manager of the City of Keystone Heights and most recently served as the Executive Director of the Lake Region Development Corporation. He began his tenure as Bradford County Manager in October of 2022. He holds a Master of Public Administration degree from the University of North Florida and earned a bachelor's degree in public administration from Flagler College.

Amber Shepherd is a global consultant and local business owner with a dynamic career in global B2B/B2C sales & marketing, customer service, and operations across multiple industries. She brings a wealth of knowledge and innovative strategies to her role. Having nearly 15 years' experience in workforce development, Amber's roles in Career Services showcased her extensive expertise in aligning educational outcomes with labor market needs. Her experience enhances her ability to support workforce initiatives at NEFEDC, promoting economic growth through skilled workforce development. As a global executive management consultant, she drives high-impact marketing strategies, fostering growth through data-driven insights. Amber's ability to turn complex business challenges into strategic opportunities significantly enhances her role at NEFEDC, fostering economic development and community engagement while leading efforts to connect the corporation with key initiatives both nationally and internationally.

In overseeing this vital economic development project, Scott Kornegay and Amber Shepherd bring a complementary blend of public service experience and global business acumen. Their joint leadership is poised to strategically steer the project in alignment with

Bradford County's and the broader region's goals. Kornegay's extensive background in public administration and emergency services, coupled with Shepherd's international expertise in market development and workforce alignment, ensures a robust managerial approach. Together, they will harness their collective experiences to drive forward initiatives that are crucial for the county's economic resilience and growth. This partnership underscores our commitment to applying seasoned leadership to our development strategies, ensuring they are both innovative and grounded in local and global economic realities.

Time Commitment: Amber Shepherd will manage the daily activities surrounding the development and implementation of comprehensive strategy. The project management team will meet weekly to discuss developments and to ensure proper strategic alignment as the project moves forward.

During the initial phase of developing the comprehensive strategy, significant collaborative efforts are anticipated. The management team is prepared to make themselves available as needed to ensure that the project moves forward unencumbered, requiring approximately 10 hours per week from our management team. Should the needs of certain aspects take longer than anticipated, the team is prepared to invest the time required. It is expected that the implementation phase will require additional time from the management team, approximately 20 hours per week.

Stakeholder Engagement: Our engagement strategy involves a series of structured community consultations, workshops, and ongoing dialogues, meticulously planned to incorporate insights from business leaders, residents, and community groups. This inclusive approach guarantees that our economic strategy reflects a diverse range of local needs and aspirations, fostering broad-based support and collaborative community spirit. Our efforts will include gathering insights from business leaders, residents, and community groups to ensure the comprehensive strategy reflects diverse local needs and maximizes community benefits. Such engagement is vital to fostering a collaborative environment where all voices are heard and integrated into the development process.

Our team's comprehensive approach ensures that every phase of the project is managed with precision, aligning closely with the strategic goals of Bradford County and the objectives of the NEFEDC.

Goals of Our Economic Strategy

We are primed to develop an actionable and detailed economic development strategy that marries rigorous research with practical implementation steps. This strategy will outline specific objectives, tactics, and resources required, ensuring immediate actionability and clear metrics for success. We will integrate existing research with new findings to outline clear objectives, strategies, tactics, required resources, timelines, and key performance indicators (KPIs) to achieve our economic development goals. Moreover, it will embed

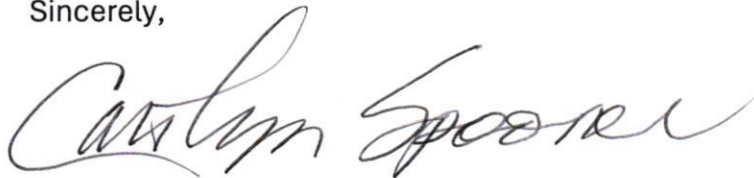
state, national, and international marketing strategies to broadly promote Bradford's economic opportunities, ensuring extensive reach and impact.

Previous Grant Funded Projects

Bradford County received a \$2.3 million Florida Jobs Growth grant to build an additional access road to Keystone Heights Airport to create an economic development corridor. The project faced delays due to challenges with the timeline of the environmental assessment, pandemic accommodations, and the necessary relocation of gopher tortoises. The county worked closely with DEO who allowed the scope of work to be amended and the project was completed on time and on budget. This project was key and critical to economic development and job growth at Keystone Heights Airport and the entire region.

Bradford County is at a critical juncture, seeking to harness its potential through strategic economic development. This grant opportunity presents the key to unlocking this potential, providing the resources necessary to develop and implement an actionable and sustainable economic strategy. It's an essential steppingstone that will enable us to translate the industrious spirit and resilience of our community into tangible growth and prosperity. We thank you for your consideration as you review our application letter and look forward to utilizing the CPTA Grant funds to drive success for Bradford County and the State of Florida.

Sincerely,



Carolyn Spooner
Bradford Board of County Commissioners, Chair
PO Drawer B,
Starke, FL. 32091
O: (904) 966-6327
M: (904)966-1307
Carolyn_spooner@bradfordcountyfl.gov

Description of Existing Economic and Community Development Activities.

Description of Current Community Plans and Strategies

Bradford County has actively pursued economic development with a strategic approach, tapping into research opportunities to enhance understanding and decision-making. Through initiatives like the Pizzuti & IEDC report and collaborations with the ULI, we have gained valuable insights into our local assets and infrastructural dynamics. These studies have been integral in informing our planning, though we recognize the need for actionable strategies to fully realize the potential they have uncovered. We are now eager to synthesize this knowledge into a cohesive, executable plan that will lead to meaningful economic progress for our community.

Bradford County and its partnership organizations have been working diligently to grow economic development in our region. We began our research in 2018 with two analyses:

- **Bradford County Development Authority (BCDA), North Florida Regional Chamber of Commerce (NFRCC), North Florida Economic Development Partnership (NFEDP), and The John Scott Dailey Florida Institute of Government (IOG)**

Bradford County Community SWOT Outcomes Report

The Bradford County Community SWOT Outcomes report outlines the strategic efforts by Bradford County to identify and analyze its strengths, weaknesses, opportunities, and threats through a public session facilitated by key regional economic development bodies. The findings provide a comprehensive understanding of the county's economic landscape.

Bradford County was the focus of the 2019 research project completed by Urban Land Institute's North Florida Center for Leadership

- The ULI North Florida Technical Assistance Panel (TAP) report focuses on the economic impacts of the US 301 bypass on Starke and Bradford County. It suggests capitalizing on natural resources to create a sportsman's paradise, encourages developing outdoor recreational activities like mountain biking and fishing, and emphasizes agritourism. The report also recommends improving the city's appeal through infrastructure upgrades and implementing a Complete Streets approach for safer, more accessible transportation. Zoning and land use strategies are discussed to attract new businesses and residents, including a retirement community. It concludes with a call for a unified vision between Starke and Bradford County for sustained economic vitality post-bypass completion. This report shows commitment to comprehensive planning and economic development initiatives.

Further analysis by IEDC was completed in 2022

- The Bradford County Background Report provides a comprehensive overview of the county's demographic, economic, and social characteristics. It details historical development, significant economic sectors, and infrastructure. With a slight population decline, Bradford County has seen success with strategic economic initiatives like solar farm development and mineral mining to boost GDP. Public Administration, Retail Trade, and Transportation and Warehousing are key industries, and the county offers a variety of incentives to attract business investment. Educational attainment shows room for growth, with efforts aimed at enhancing post-secondary options and vocational training. The region's strategic plans emphasize improving business climate, infrastructure, and quality of life, alongside developing a skilled workforce. Bradford County's response to disasters and COVID-19 impacts reflect resilience, aided by federal and state support. The report provides an essential roadmap for crafting economic development strategies tailored to Bradford's unique regional profile.

While these analyses have been very helpful in understanding the current state of Bradford County and the potential for future growth, these reports have lacked actionable objectives, strategies, tactics, timelines, key performance indicators (KPI) that will guide Bradford County to successful relevant and meaningful economic development.

Descriptions of Other Community Activities Related to Economic and Community Development

Without a formal guiding strategy, our community endeavors have focused on adapting to statewide changes, building economic connections, and working to create new opportunities. We are committed to cultivating a dynamic economic and community development landscape by building partnerships and engaging with community leaders and citizens to ensure that our endeavors reflect our collective goals.

In 2022, Governor Ron DeSantis' regulatory changes resulted in the dissolution of special districts such as the Bradford County Development Authority. In its stead, the NEFEDC was inaugurated in 2023, taking on the mantle to foster economic growth and nurture community development within the region. The leadership of this new organization immediately began initiating a series of community relationship-building efforts. By meeting with each county commissioner, NEFEDC has been diligently gathering insights into the unique needs and perspectives of local citizens, laying the groundwork for tailored economic development strategies that resonate with the community's aspirations. Further, the NEFEDC has been actively engaging with the local community through a series of well-attended meetings, successfully sharing the positive developments emerging from the partnership with Bradford County and our economic development activities.

To streamline communication and project coordination, Bradford County ratified a Memorandum of Agreement, recognizing the NEFEDC as the official intermediary for the county in matters pertaining to the North Central RAO, ensuring a seamless continuation of the county's economic development efforts.

Bradford County and NEFEDC have secured memberships with a cadre of influential organizations to bolster our economic development initiatives. These strategic partnerships are instrumental in enhancing our collaborative efforts. They offer a platform for sharing best practices, accessing valuable resources, and networking with key industry leaders to further our growth and prosperity.

- North Florida Economic Development Partnership (NFEDP)
- North Florida Regional Chamber of Commerce (NFRCC)
- Northeast Florida Builders Association (NEFBA)
- Florida Economic Development Council (FEDC)
- Northeast Florida League of Cities (NeFLOC)
- International Economic Development Corporation (IEDC)

Our team has attended several conferences related to economic development, including:

- FREDA (Nov 2023)
- Illumination (January 2024)
- FEDC (April 2024)

Attending conferences hosted by these influential organizations offers unparalleled value. It's an opportunity for us to engage with leading industry experts, to stay ahead of emerging trends, and to harness innovative strategies that can be applied to our growth initiatives. Through these interactions, we amplify our network and gain critical insights that directly contribute to the vibrancy and competitiveness of our local economy.

Recently, we identified an unused property, owned by the state, that would be strategically valuable to an existing organization in Bradford County, that is considering moving their headquarters from Canada to our area. We orchestrated a meeting with Florida Secretary of Commerce Alex Kelly, culminating in the conveyance of over 30 acres and a 100,000 square foot warehouse to the county. Once the lease agreement is in place this will generate approximately \$1.2 million in revenue for the county. This will also bring approximately 48 high wage jobs to the area. This significant move complements our ongoing efforts to assist MHD Rockland to relocate their international headquarters from Montreal, Canada to Florida by 2025, strengthening our economic ties and fostering growth.

Our team has also actively engaged in the economic development process by responding to four site Requests for Information (RFI). These submissions are critical steps towards attracting and securing new business ventures and development opportunities that align with our regional growth objectives.

We have leveraged our membership with the North Florida Economic Development Partnership (NFEDP) to adopt the GISPlanning/ZoomProspector site inventory platform. This advanced tool, available at no additional cost, enhances our capacity to manage and showcase available properties, aiding in the attraction and retention of businesses within the region.

We are currently scheduled to hold a strategic meeting with CSX to discuss the current rail infrastructure and potential investments by CSX that would support economic development. This collaboration aims to enhance the region's rail capabilities, which is pivotal for fostering growth and attracting new business opportunities.

To support Chemours, another organization in Bradford County, in enhancing their public messaging and reputation, we are organizing a community-engaging Lunch and Learn event. This gathering will provide community members an opportunity to learn about Chemours, its practices, and directly ask questions. This initiative is designed to foster open dialogue and strengthen community relations, contributing positively to the company's local image.

Bradford County is transforming, building upon our strong community spirit and growth-focused initiatives facilitated by the NEFEDC. This grant will significantly empower Bradford County's ongoing development initiatives. It will provide the means to develop and implement our comprehensive strategies, enabling us to transform insights into actions that directly benefit our economic landscape and community well-being. With this support, we're well positioned to enhance our capabilities and create a prosperous future for our stakeholders. We're committed to strategic engagements and using innovative tools to promote economic vitality. Our proactive efforts to attract new businesses and enhance existing infrastructure underscore our commitment to create an attractive, thriving, and prosperous community.

Proposed Scope of Work

Deliverables

Strategy:

Comprehensive Strategic Plan

A detailed document that outlines actionable strategies for economic growth tailored to our community's specific needs. This plan will include a thorough analysis of current economic conditions, identified opportunities for growth, and detailed implementation strategies. It will also provide a timeline for achieving these goals, resource allocation plans, key performance indicators for monitoring progress, and marketing strategies to

effectively reach local, national, and international businesses. This strategic blueprint will serve as a guiding framework for all future economic development activities.

Technology:

Customer Relationship Management Database (CRM)

A sophisticated CRM system designed to streamline our interactions with current and potential stakeholders. This system will compile and organize contact information, engagement histories, and communication preferences, enabling personalized and strategic outreach. Additionally, the CRM will feature analytics capabilities to track engagement effectiveness and identify opportunities for further relationship development. This tool will be crucial for enhancing our stakeholder relationships and maximizing the impact of our economic development efforts.

Site Inventory List listed digitally on NEFEDC website, linking to full site details on GISPlanning

A comprehensive catalog of available properties within the designated area, fully integrated with GISPlanning/ZoomProspector tools. This list will include detailed descriptions of each site, including zoning information, infrastructure details, accessibility features, and current usage, coupled with high-resolution imagery and geographic coordinates. It will serve as a practical resource for potential investors and developers, showcasing properties that align with different developmental needs and opportunities, facilitating informed decision-making for economic development projects.

Resources webpage to link out to State and County Resources

User-friendly page dedicated to providing visitors with easy access to a curated list of State and County resources. It will feature organized links that connect users directly to important economic development resources, grants, regulatory information, and other pertinent services. The design will ensure a seamless user experience that facilitates businesses and stakeholders in finding the support and information they need efficiently.

Materials:

Explainer Video

Generation of a professionally crafted explainer video showcasing Bradford County, with a focus on key attractions such as the Keystone Heights Airport. The production will involve a full day of shooting with a three-person team handling directing, drone operation, and audio management to ensure high-quality footage. The final video will

include engaging visuals of notable locations, captured from various angles including aerial views, complemented by dynamic editing to weave the narrative cohesively. This video will serve as an effective promotional tool to highlight the county's appeal to tourists and investors alike.

One-Pager for local businesses seeking expansion

A succinct, visually appealing document designed to provide a snapshot of the resources, incentives, and support available through NEFEDC, highlighting points and having language relevant to those already in the state of Florida. This document will outline the benefits of expanding in Bradford County, featuring key information on logistical advantages, market access, and customized support services, all aimed at facilitating a smooth and successful business growth process.

One-pager for national/international businesses outside of Florida

A comprehensive One-Pager that showcases Bradford County's unique value proposition for businesses outside Florida. This concise document will highlight key economic advantages, strategic location benefits, incentives for businesses, and the supportive ecosystem that NEFEDC offers. It will serve as an essential informational tool for potential businesses, guiding their decision to invest and grow in our region.

Digital graphic of our area in proximity to highways and major transportation and logistics hubs

A visually appealing digital graphic that depicts Bradford County's strategic location in relation to major highways and transportation hubs, highlighting key areas. This graphic will be provided for use in print materials and digital platforms and will effectively communicate the connectivity and logistical advantages of the region to potential investors and stakeholders.

Outreach:

Digital Marketing via Professional & Social Media platforms:

- **LinkedIn & Email**

The deliverable for the digital marketing campaign on professional and social media platforms, specifically LinkedIn and email, will consist of the creation and implementation of a long-term campaign automation system. This system will circulate approximately 15 strategic messages, integrating advanced CRM capabilities for targeted outreach and fostering engagement. The campaign will also feature sophisticated monthly reporting on various metrics to gauge success and optimize future messaging for maximum impact and conversion.

- **Facebook, Instagram, & LinkedIn**

The deliverable for digital marketing on Facebook, Instagram, and LinkedIn will include a detailed monthly editorial calendar outlining scheduled posts for every Monday, Wednesday, and Friday. Each month will see the creation of approximately 12 distinct messages. These posts will not only engage current followers but will also be optimized for use in advertising campaigns to attract new audiences. Comprehensive monthly reports will analyze engagement metrics, audience growth, and ad performance to continuously refine and enhance the strategy.

Schedule and Cost for Each Deliverable

Deliverable	Due Date	Cost
Strategy:		
Strategic Plan	1/30/2025	\$25,000
Technology:		
Customer Relationship Management Database with Integrations with Digital Marketing Campaign	7/30/2024	\$1500
Website – Site Inventory List for Bradford County on NEFEDC site	10/30/2024	\$2500
Website – County and State Resources Page	10/30/2024	\$2500
Marketing Materials:		
State-wide One-Pager	8/30/2024	\$1,500
National / International One-Pager	8/30/2024	\$1,500
Digital Graphic of area in proximity to highways, rail, and ports	9/30/2024	\$1,500
Explainer Video	11/30/2024	\$10,000
Outreach Implementation:		
Digital Marketing Campaign via Email and LinkedIn: State, National, and International (15 Messages) Plus Management for 1 year	Monthly reports starting 9/30/2024	\$12,000
Monthly Facebook, Instagram, LinkedIn Organic Posts and Ad Spend Plus Management for 1 year	Monthly reports starting 9/30/2024	\$17,000

Budget

We have meticulously developed a budget that aligns with the maximum allowable grant amount of \$75,000, as expressed in a previous iteration of the [funding announcement](#). This budget is designed to comprehensively cover the strategic planning, development of necessary technological and marketing materials, and the implementation of these strategies over a one-year period. Bradford County aims to accelerate its economic development to match and surpass the progress seen in surrounding counties. This investment is crucial for us to implement a robust economic strategy and outreach programs that are essential for our growth and competitiveness.

- Strategy: \$25,000
- Technology: \$6500
- Marketing Materials: \$14,500
- Implementation (1 year of outreach and ad spend) – \$29,000
- Management – built into the pricing above

Total estimated budget: \$75,000

While the typical award amount is around \$40,000, the unique needs of Bradford County necessitate the maximum available funding of \$75,000. We stress this critical need to fully support our economic development initiatives and ensure the comprehensive advancement of our community's infrastructure and competitive positioning. With a budget of \$75,000, we are set to conduct comprehensive planning, create, and implement essential marketing materials, and launch an extensive outreach program. This funding is crucial as an investment in our county's infrastructure and also as a key component in achieving parity with neighboring regions and securing a thriving future for our residents. Bradford County, its municipalities, and partners are united in this endeavor and are committed to collaboratively using every resource efficiently and effectively to foster significant, positive transformations in our community.

Letters of Support Demonstrating Partnership

The support of our community partners is paramount in the creation and execution of a comprehensive economic development strategy. Our collaborative approach to economic advancement is reinforced by the robust backing of key local entities. We are pleased to present letters of support from a diverse group of stakeholders, each committed to fostering economic growth within our region. These endorsements come from:

- City of Starke
- Town of Lawtey
- City of Keystone Heights
- City of Hampton
- The North Florida Regional Chamber of Commerce

- Northeast Florida Economic Development Corporation
- Keystone Heights Airport
- CareerSource

These letters collectively affirm the wide-reaching community engagement and underscore the broad-based support for our strategic economic initiatives. They serve as a testament to the validity of our efforts and also as a foundation for the successful implementation of our proposed projects.

Conclusion

As we conclude our application for the Community Planning Technical Assistance grant, we want to reiterate our commitment to transforming Bradford County through comprehensive economic development strategies. This grant represents more than just financial support—it is a cornerstone for future growth and sustainability. Our application, backed by robust partnerships and community support, outlines a clear, actionable plan for economic progress. We are ready to implement these strategies with precision and are eager to see the positive changes they will bring. We appreciate the opportunity to apply and eagerly await the possibility of collaborating with FloridaCommerce to realize our shared vision for a prosperous Bradford County. Thank you for considering our proposal.



City of Starke

Scott Roberts
MAYOR

COMMISSIONERS:
Janice D. Mortimer
Daniel W. Nugent
Andy Redding
Scott Roberts
Shannon C. Smith

CITY CLERK
Jimmy Crosby

POLICE CHIEF
Jeff Johnson

CITY MANAGER
Drew Mullins

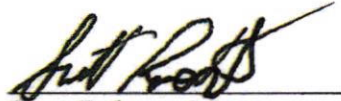
May 9, 2024

Dear Scott,

It is my understanding that Bradford County is requesting a Community Planning Technical Assistance Grant through Florida Commerce to fund the creation of an Economic Development Strategic Plan.

With the recent formation of NEFEDC and the employment of a new director for economic development, it is the appropriate time to formulate a plan. The City of Starke is excited about partnering with both the county and NEFEDC as we make a concentrated effort to bring about new businesses and jobs to our area.

Your leadership and that of the County Commission is appreciated.


Scott Roberts, Mayor



City of Lawtey
P. O. Drawer G
Lawtey, Fl. 32058
904-782-3454
Fax 904-782-3927
cityoflawtey@embarqmail.com

May 05, 2024

To Whom It May Concern,

It is with great pleasure that the City of Lawtey endorses the Bradford County's application for the Community Planning Technical Assistance Grants for the 2024-2025 year. The city located on the north end of the county, fully supports the implementation of a comprehensive economic development strategy for the county.

Since the plan will include the entire county, the city is committed to providing any and all information or documents to assist in the application process and implementation efforts.

We thank you in advance for considering our support of Bradford County's grant application. It is our belief that this project will greatly benefit the economic development of the county.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Scott'.

Jimmie L. Scott
Mayor
City of Lawtey

To Whom It May Concern,

I fully endorse Bradford County's application for the Community Planning Technical Assistance Grants for 2024-2025. A rising tide lifts all ships, aligning with Bradford County's economic interests, fully supports the county's endeavor to devise and implement a comprehensive economic development strategy. Such a plan assists our entire Lake Region.

This strategy is poised to lay a foundational roadmap for the county's future growth, building upon our existing and emerging business community's potential. I as the Keystone Heights city manager will continue to collaborate with Bradford County. Currently the city of Keystone Heights owns the Keystone Airport and this property is shared between Bradford and Clay Counties. This is an opportunity to further amplify our regional, ongoing efforts in job creation, business retention, and resource provisions.

This initiative will embody a cooperative spirit between NEFEDC, local businesses, and governmental bodies, all geared towards sustainable economic expansion in Bradford County.

Thank you for considering our support of Bradford County's grant application. The fruition of this project should significantly bolster the region's economic development, making it a thriving area for businesses and residents alike.

Sincerely,



Charlie Van Zant

City Manager, Keystone Heights, FL

Retired Senior Army Officer, Camp Blanding, Starke, FL

Retired Clay County Superintendent of Schools



CITY OF HAMPTON

PO Drawer 250
5784 Navarre Ave.
Hampton, FL
32044

(352) 468-1201
FAX (352) 468-1350
coh1@outlook.com

CITY COUNCIL

Dale Wiseman
Mayor

Bill Goodge
Chairman

Douglas Williamson
Vice Chairman

Lillian Sams
Council

Frank Bryant
Council

Dorothy Shealey
Council

Mary Lou Hildreth, MMC
City Clerk/Administrator

Will Sexton
City Attorney

April 30, 2024

To Whom It May Concern,

The City of Hampton endorses Bradford County's application for the Community Planning Technical Assistance Grants for 2024-2025. The city fully supports the county's endeavor to devise and implement an attainable comprehensive economic development strategy.

Bradford County has long been stagnant in terms of economic growth and development, especially in realistic visioning for the county's future growth and the need to build upon the existing and emerging business community's potential. The City of Hampton welcomes the opportunity to participate and collaborate with the county throughout this process. We recognize this as an opportunity for Bradford's municipalities to benefit as well.

Thank you for considering our support of Bradford County's grant application. We believe the completion of this project will provide a feasible, specific direction to bolster the region's economic development, making it a thriving area for businesses and residents alike.

Very truly yours,

Mary Lou Hildreth, MMC
City Clerk/Administrator



Serving:

**Bradford,
South West Clay
and Union County**

*"Our mission is to give
tourists a reason to visit,
businesses a reason to locate, and citizens a
reason to reside, work and participate in our
region of Florida."*

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Chair Elect
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Treasurer
Chris Page

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Brad Bishop

Board Members
James Eison
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Rhonda Hamilton
Scott Kornegay
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STAFF

President/CEO

Pam Whittle, IOM
Pam@northfloridachamber.com

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Susan (Becky) Norman
Susan@northfloridachamber.com

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904-964-2863 fax

www.northfloridachamber.com
Like us on Face Book
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Chamber board meetings are the second
Thursday of the month.
The Annual meeting is held the first
Saturday in February.

To Whom It May Concern,

North Florida Regional Chamber of Commerce endorses Bradford County's application for the Community Planning Technical Assistance Grants for 2024-2025. The Chamber is aligned with Bradford County's economic interests, fully supports the county's endeavor to devise and implement a comprehensive economic development strategy.

This strategy is poised to lay a foundational roadmap for the county's future growth, building upon our existing and emerging business community's potential. The Chamber stands committed to collaborating with the county throughout this process. We recognize this as an opportunity to further amplify our ongoing efforts in job creation, business retention, and resource provision.

This initiative will embody a cooperative spirit between NEFEDC, NFRCC, and governmental bodies, all geared towards sustainable economic expansion in Bradford County.

Thank you for considering our support of Bradford County's grant application. We believe the fruition of this project will significantly bolster the region's economic development, making it a thriving area for businesses and residents alike.

Sincerely,

Pam Whittle, IOM
President / CEO

North Florida Regional Chamber of Commerce



To Whom It May Concern,

The Northeast Florida Economic Development Corporation endorses Bradford County's application for the Community Planning Technical Assistance Grants for 2024-2025. Our corporation, aligning with Bradford County's economic interests, fully supports the county's endeavor to devise and implement a comprehensive economic development strategy.

This strategy is poised to lay a foundational roadmap for the county's future growth, building upon our existing and emerging business community's potential. The NEFEDC stands committed to collaborating with the county throughout this process. We recognize this as an opportunity to further amplify our ongoing efforts in job creation, business retention, and resource provision.

Our NEFEDC team is set to manage the grant's execution for grant-related activities and local stakeholder engagement. This initiative will embody a cooperative spirit between NEFEDC, local businesses, and governmental bodies, all geared towards sustainable economic expansion in Bradford County.

Thank you for considering our support of Bradford County's grant application. We believe the fruition of this project will significantly bolster the region's economic development, making it a thriving area for businesses and residents alike.

Sincerely,

Sandra Kahle

Board of Directors, Chair

Northeast Florida Economic Development Corporation



"Honoring the Past, Embracing the Future"

May 8, 2024

To Whom It May Concern,

The Keystone Heights Airport Authority (KHAA) fully supports Bradford County's application for the Community Planning Technical Assistance Grant for 2024-2025.

With a large portion of the Keystone Heights Airport being in Bradford County, we are fortunate to be a strategic partner with the County who with a grant from the DEO, built a much needed additional access road into the airport creating an economic corridor on the westside of the airport fronting State Road 100. This new infrastructure will open up this area for business development and job growth.

The KHAA is fully committed to continued collaboration with Bradford County throughout this economic development journey and are excited about the potential economic impact to the Keystone Heights Airport.

Thank you for considering our support of Bradford County's grant application. We believe the implementation of this project will significantly support the county's on-going economic development, resulting in business development and job growth.

Best Regards,

David J. Kirkland, Chairman
Keystone Heights Airport Authority



May 7, 2024

To Whom It May Concern,

CareerSource North Central Florida (CSNCFL) endorses Bradford County's application for the Community Planning Technical Assistance Grants for 2024-2025. As the Local Workforce Board for Bradford County, we fully support the county's endeavor to devise and implement a comprehensive economic development strategy.

This strategy will create a great foundation for the county's future growth, building upon our existing and emerging business community's potential. CSNCFL stands committed to collaborating with the county throughout this process. We recognize this as an opportunity to further amplify our work convening local talent supply stakeholders, developing data-driven strategies, leveraging resources and delivering valuable services to meet workforce needs in Bradford County. We believe the relationships already built by Bradford County will be expanded and strengthened by this initiative.

Thank you for considering our support of Bradford County's grant application. We believe this grant will provide resources necessary to develop a sustainable economic strategy that will significantly bolster the region's economic development, making it a thriving area for businesses and residents alike.

Sincerely,

A handwritten signature in blue ink, appearing to read "Phyllis Marty".

Phyllis Marty
CEO, CareerSource North Central Florida
A: 1112 N Main St • Gainesville • FL • 32601
P: 352-955-2245 Ext.5950
C: 352-681-3320
E: pMarty@alachuacounty.us
W: careersourcencfl.com

Sponsored by CareerSource North Central Florida and the State of Florida, Department of Economic Opportunity. CareerSource North Central Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Programs funded by CareerSource NCFL as a grantee of the U.S. Department of Labor. A proud partner of the American Job Center Network.

1112 N. Main St., Gainesville FL 32601 | Phone (352) 955-2245
925 North Temple Ave., Suite C Starke, FL 32091 | Phone (904) 964-8092

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: May 16, 2024

AGENDA ITEM Please Consider Cost-of-Living Adjustment for Board Employees for Fiscal Year 24-25

DEPARTMENT: Finance

PURPOSE: Please consider a Cost-of-Living Adjustment for Board Employees based on the spreadsheet provided by Finance.

ASSOCIATED COST(S): Spreadsheet Attached

FY24-25 COLA est - 03.05.24

Dept	Department Name	3%	4%	5%
2 Total	County Manager Office	5,273.67	7,031.56	8,789.45
16 Total	Building	3,596.39	4,795.18	5,993.98
17 Total	Zoning	1,633.77	2,178.36	2,722.95
18 Total	Veteran Services	1,311.79	1,749.05	2,186.31
19 Total	Maintenance	2,257.28	3,009.72	3,762.14
22 Total	Ag Services	4,717.50	6,290.01	7,862.51
24 Total	Senior Center	1,155.51	1,540.68	1,925.85
26 Total	Medial Office	1,340.49	1,787.32	2,234.15
29 Total	Road Dept	30,578.66	40,771.62	50,964.48
52 Total	SHIP	2,532.47	3,376.63	4,220.78
54 Total	Fire Rescue ***	3,012.25	4,016.33	5,020.41
57 Total	Library	13,932.58	18,576.82	23,220.99
65 Total	Solid Waste	19,397.48	25,863.39	32,329.19
Grand Total		90,739.84	120,986.67	151,233.19
Info above is based on 2,080 hours per year and includes Salary, FRS and FICA/Medicare.				
*** Fire Rescue only includes Chief Carter, per the collective bargaining agreement.				

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: 5/16/24

AGENDA ITEM: UF/IFAS Extension Bradford County 2023 Year in Review

DEPARTMENT: Ag Extension

PURPOSE: To present our annual year-end report to the BOCC with all impacts and success stories.

ASSOCIATED COST(S): NONE

BUDGET LINE (G/L #): NONE

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: May 16, 2024

AGENDA ITEM Fire Assessment Presentation – Jeff Rackley with Stantec

DEPARTMENT: County Manager

PURPOSE: Presentation of information gathered during the Fire Assessment study performed by Stantec and their recommendations to the Board.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET (AIIS)

<u>DATE OF MEETING:</u>	5-16-24
<u>AGENDA ITEM</u>	Ambulance Wait Time Fee Schedule
<u>DEPARTMENT:</u>	Fire Rescue
<u>PURPOSE:</u>	Set rates to bill facilities for ambulance wait times, wall times, or similar terms.
<u>ASSOCIATED COSTS:</u>	NA
<u>G/L ACCOUNT:</u>	NA

Bradford County Fee Schedule

Ambulance Wall Times

Base Rate	\$ 168.00
Quarterly Rate	\$ 63.00

Rate Calculation (figures are rounded):

Operating budget (\$7,765,548) divided by annual call volume (7,747) = \$1003 (cost per call)

EMS cost (50% of budget) = \$502

\$502 divided by 60 minutes = \$8.36 (cost per minute per call)

\$8.36 x 20 minutes = \$168 (**Base Rate**)

\$8.36 x 15 minutes / 2 (equipment costs captured in initial base rate) = \$63 (**Quarterly Rate**)

Explanation:

A base rate of \$168 will be charged at 20 minutes.

A quarterly charge of \$63 will be assessed every subsequent 15 minutes.

Every 60 minutes, in addition to the quarterly charge, there will be a base rate reassessed.

Example:

@ 20 Min	\$ 168.00
@ 35 Min	\$ 63.00
@ 50 Min	\$ 63.00
@ 65 Min	\$ 231.00
@ 80 Min	\$ 63.00
@ 95 Min	\$ 63.00
@ 110 Min	\$ 63.00
@ 125 Min	\$ 231.00
Cost for 125 min. wall hold =	\$ 945.00

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET (AIIS)

DATE OF MEETING: 05/16/2024

AGENDA ITEM: Proclamation Declaring May 2024 as Law Enforcement Appreciation Month

DEPARTMENT: Sheriff's Office

PURPOSE: **Proclamation declaring May 2024 as Law Enforcement Appreciation Month in Bradford County, Florida. This is done prior to the hosting of the Bradford-Union Law Enforcement Memorial.**

ASSOCIATED COSTS: N/A

G/L ACCOUNT: N/A

BRADFORD COUNTY, FLORIDA
PROCLAMATION

DECLARING THE MONTH OF MAY 2024

LAW ENFORCEMENT MEMORIAL MONTH

IN BRADFORD COUNTY, FLORIDA

WHEREAS, LAW ENFORCEMENT AND CORRECTIONS PERSONNEL ARE CRITICAL TO THE SAFETY AND SECURITY OF THE SOCIETY THAT THE CITIZENS OF BRADFORD COUNTY KNOW AND ENJOY; AND

WHEREAS, LAW ENFORCEMENT AND CORRECTIONS PERSONNEL HAVE LONG BEEN AN IMPORTANT PART OF THE BRADFORD COUNTY COMMUNITY; AND

WHEREAS, MANY LAW ENFORCEMENT AND CORRECTIONS PERSONNEL SERVE WITHOUT FANFARE OR CELEBRATION FOR YEARS AND YEARS – ENTIRE CAREERS, IN FACT – BUT SHOW A DEDICATION AND COMMITMENT TO THEIR SERVICE THAT IS COMMENDABLE; AND

WHEREAS, SOME LAW ENFORCEMENT AND CORRECTIONS PERSONNEL PROVIDE THE ULTIMATE SACRIFICE AND GIVE THEIR LIVES TO THE SERVICE OF OUR COMMUNITY; AND

WHEREAS, THERE ARE FEW OPPORTUNITIES FOR OUR COMMUNITY TO PAY TRIBUTE AND GIVE THANKS TO THE LAW ENFORCEMENT AND CORRECTIONS PERSONNEL – OUR FAMILY, FRIENDS, AND NEIGHBORS – THE MEN AND WOMEN WHO SERVE AND PROTECT US EACH AND EVERY DAY; AND

WHEREAS, THE LIVES OF THE RESIDENTS OF BRADFORD COUNTY ARE ENHANCED ON A DAILY BASIS BY THE DEDICATION AND SERVICE OF THESE LAW ENFORCEMENT AND CORRECTIONS PERSONNEL SERVING AND LIVING IN OUR COMMUNITY.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, HEREBY RECOGNIZES THE IMPORTANT CONTRIBUTION OF LAW ENFORCEMENT AND CORRECTIONS PERSONNEL TO OUR COMMUNITY, AS WELL AS FOR THE SUPPORT OF ALL CITIZENS OF BRADFORD COUNTY AND DESIGNATES THE MONTH OF MAY 2024 AS LAW ENFORCEMENT MEMORIAL MONTH IN BRADFORD COUNTY.

DULY PROCLAIMED, WITH A QUORUM PRESENT AND VOTING, AT A REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA THIS 16TH DAY OF MAY 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA

DENNY THOMPSON
CLERK TO THE BOARD

CAROLYN SPOONER, CHAIRWOMAN

DANNY RIDDICK, VICE CHAIRMAN

KENNY THOMPSON, COMMISSIONER

DIANE ANDREWS, COMMISSIONER

CHRIS DOUGHERTY, COMMISSIONER

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: 05/16/2024

AGENDA ITEM: County Managers Report – Request to Apply for HMGP Funding

DEPARTMENT: Emergency Management

PURPOSE: Bradford County has been earmarked for up to
Sampson River Box Culvert Structure Retrofit – Cost **TBD**
Clay Electric Cooperative Grid Resiliency Project – Cost \$2,037,750

ASSOCIATED COST(S):
Sampson River Box Culvert Structure Upgrade – **TBD**
Clay Electric Cooperative Grid Resiliency Project - \$0 – Match to be paid by Clay Electric

BUDGET LINE (G/L #): N/A

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: May 16, 2024

AGENDA ITEM County Manager Evaluation Form

DEPARTMENT: County Attorney

PURPOSE: This evaluation form has been provided by Mr. Komando per the discussion at the 5-7-24 BoCC Meeting.

BRADFORD COUNTY MANAGER EVALUATION FORM

INSTRUCTIONS

This evaluation form presents ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

Please write legibly. Leave all pages of this evaluation form attached page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the board to the manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- ___ Diligent and thorough in the discharge of duties, "self-starter"
- ___ Exercises good judgment
- ___ Displays enthusiasm, cooperation, and willingness to adapt
- ___ Exhibits mental and physical stamina appropriate for the position
- ___ Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from above and enter the subtotal $__ \div 5 = __$ score for this category

2. PROFESSIONAL SKILLS AND STATUS

___ Maintains knowledge of current developments affecting the practice of local government management

___ Demonstrates a capacity for innovation and creativity

___ Anticipates and analyzes problems to develop effective approaches for solving them

___ Willing to try new ideas proposed by elected body members and/or staff

___ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

3. RELATIONS WITH MEMBERS OF THE ELECTED BODY

___ Carries out directives of the body as a whole as opposed to those of any one member or minority group

___ Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions

___ Disseminates complete and accurate information equally to all members in a timely manner

___ Assists by facilitating decision making without usurping authority

___ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

4. POLICY EXECUTION

___ Implements elected body actions in accordance with the intent of commission

___ Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached

___ Understands, supports, and enforces local government's laws, policies, and ordinances

___ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

___ Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

5. REPORTING

___ Provides regular information and reports to the elected body concerning matters of importance to the local government

___ Responds in a timely manner to requests from the elected body for special reports

___ Takes the initiative to provide information, advice, and recommendations to the elected body on matters that are non-routine and not administrative in nature

___ Produces reports that are accurate, comprehensive, concise, and written to their intended audience

___ Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

6. CITIZEN RELATIONS

___ Is responsive to requests from citizens

___ Demonstrates a dedication to service to the community and its citizens

___ Maintains a nonpartisan approach in dealing with the news media

___ Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests

___ Makes an appropriate effort to maintain citizen satisfaction with services

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

7. STAFFING

- ___ Recruits and retains competent personnel for staff positions
- ___ Applies an appropriate level of supervision to improve any areas of substandard performance
- ___ Stays accurately informed and appropriately concerned about employee relations
- ___ Manages the compensation and benefits plan professionally
- ___ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

8. SUPERVISION

- ___ Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- ___ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- ___ Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office
- ___ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- ___ Encourages teamwork, innovation, and effective problem solving among the staff members

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

9. FISCAL MANAGEMENT

- ___ Prepares a balanced budget to provide services at a level directed by commission
- ___ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- ___ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- ___ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- ___ Monitors and manages fiscal activities of the organization appropriately

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

10. COMMUNITY

- ___ Shares responsibility for addressing the difficult issues facing the community
- ___ Avoids unnecessary controversy
- ___ Cooperates with neighboring communities and counties
- ___ Helps the commission address future needs and develop adequate plans to address long-term trends
- ___ Cooperates with other regional, state, and federal government agencies

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the manager to enhance performance?

What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Commissioner Signature

Date