

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

August 17, 2023

6:30 P.M.

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 Hearing, Enactment of Ordinances – Planning and Zoning – Randy Andrews, Zoning Director

ACTION

- A. Consider approval of S230613A (J. Getzen) – Land Use Change for Bradford County Parcel Number 02827-0-00000.  
(Ask for Public Comments Prior to Motion and Vote)

AN ORDINANCE OF BRADFORD COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE BRADFORD COUNTY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, S230613A, BY THE PROPERTY OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR CHANGING THE LAND USE CLASSIFICATION FROM RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO INDUSTRIAL OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF BRADFORD COUNTY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

- B. Consider approval of Z 23-03 (J. Getzen) – Zoning Change for Bradford County Parcel Number 02827-0-00000.  
(Ask for Public Comments Prior to Motion and Vote)

AN ORDINANCE OF BRADFORD COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE BRADFORD COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF TEN OR LESS CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 23-03, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR CHANGING THE ZONING DISTRICT FROM RURAL RESIDENTIAL (RR) TO INDUSTRIAL, LIGHT AND WAREHOUSING (ILW) OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF BRADFORD COUNTY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

3. 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 bours, not county staff;
- Refrain from demands for an immediate board response; and
- No boisterous behavior, personal, impertinent, or slanderous remarks.

4. Approval of Consent Agenda

ACTION

- A. Regular Meeting Minutes from July 20, 2023
  - B. Workshop Meeting Minutes from July 20, 2023
  - C. Consider approval of ProCare Services Stryker Renewal Agreement for EMS stretcher maintenance. Service term: June 18, 2023 – June 17, 2024  
(Associated Cost: \$14,349.75)
  - D. Billboard – Bradford County Tourist Development Council (Associated Cost \$7,200)
  - E. Approval of Letter of Request for FDEP to Convey State-owned Douglas Building Property as a gift for the greater benefit to the public under Rule 18-2.018(3)(b), FAC item 1c.
  - F. NFEDC \$10,000 Funding for Project Douglas
  - G. Consider approval of proposal from Scarlet Cybersecurity for a one-time IT Cyber Security Audit as sole source with GSA contract. (Associated Cost \$20,427.64)
  - H. Signature by BoCC Chair for Small Project Completion and Certification Form regarding Hurricane Ian (DR-4673).
  - I. Extension of Agreement for IT services with Avenu Enterprise Solutions for Florida CASA Special Assessment Software for October 1, 2023, through September 30, 2024. Sole Source. (Associated Cost \$8168.04)
5. MuniCreative/The Net Group Online Presentation – Nathan Thornton
6. Clerk Reports – Denny Thompson, Clerk to the Board and Clerk of the Circuit Court
7. Sheriff Reports – Gordon Smith, Sheriff

ACTION

- A. Request to complete the Participation Request Form for Bradford County to participate in the Florida Recovery Obligation Calculation (F-ROC).
- B. Request Board direction on the disbursement of funds received in Hurricane Ian Public Assistance Claim. (\$13,332.73)
- C. Request to sign a Memorandum of Understanding between Bradford County and Feeding Northeast Florida.

8. County Manager Reports – County Manager, Scott Kornegay

9. County Attorney Reports – Richard Komando

10. Commissioner's Comments



## 11. 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.

Information

ACTION

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17<sup>th</sup>, 2023

AGENDA ITEM: Consider approval of S230613A (J. Getzen) - Land Use Change for Bradford County Parcel Number 02827-0-00000.

DEPARTMENT: Zoning

PURPOSE/DESCRIPTION:

John Getzen, seeks approval to amend the Future Land Use Plan Map of the Bradford County Comprehensive Plan, as amended; relating to an amendment of Fifty or less acres of land, pursuant to an application, S230613A, by the property owner of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, providing for changing the Land Use classification **FROM RESIDENTIAL TO INDUSTRIAL**

ASSOCIATED COST / REVENUE GENERATED): \$1700.00 on 06/13/2023

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

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TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

RECOMMENDED ACTION:

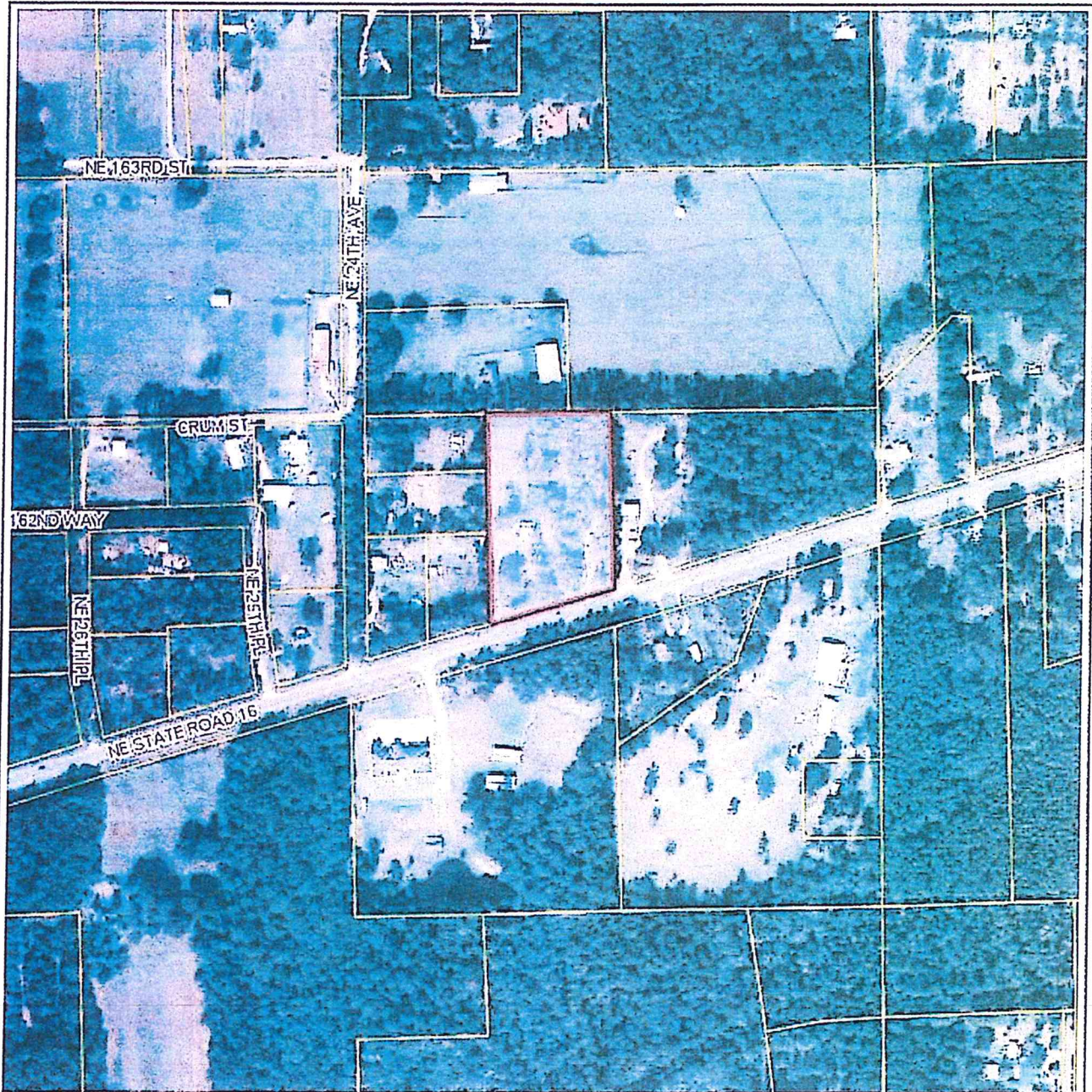
Call for public comments. Make a motion to change the current Land Use from Residential to Industrial.

RECOMMENDED MOTION:

Based on the NCFRPC's recommendation, make a motion to approve said S230613A.

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0 220 440 660 880 1100 1320 1540 1760 1980 2200 2420 2640 ft

**Bradford County Property Appraiser** Kenny Clark, CFA | Starke, Florida | 904-966-6216

**PARCEL: 02827-0-00000 (9856) | MOBILE HOME (0200) | 3.84 AC**  
 27 6S 22 COM NW COR OF NW1/4 OF NE1/4 OF NE1/4, N89°47'56 E 381.55' TO POB. N89°47'56 E 165', RUN  
 S00°54'24 E 506.67' TO NLY R/W SR-16. S73°46'52 W 17'  
**GETZAN JOHN E** 2023 Working Values

NOTES:

# S230613A and Z 23-03





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

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2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

July 5, 2023

Mr. Randal Andrews  
Director of Zoning  
Bradford County  
945 North Temple Avenue, Suite F  
Starke, FL 32091-2210

TRANSMITTED VIA ELECTRONIC MAIL ONLY

RE: Application No. S230613A (Getzan)

Ordinance  
Concerning an Amendment to the  
Future Land Use Plan Map of the Comprehensive Plan

Dear Randy:

Please find enclosed the above referenced ordinance.

The County Attorney should review the ordinance as to legal form and sufficiency.

Subsequent to adoption of the ordinance, please send a copy of the signed ordinance to me.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP  
Executive Director

Enclosure

SRK/cf

xc: Amanda Brown, Executive Assistant to County Manager  
Rich Komando, County Attorney  
Scott Kornegay, County Manager  
Rachel Rhoden, Chief Deputy Clerk  
Denny Thompson, County Clerk  
Aleshia Wilsey, Zoning Administrative Assistant

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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF BRADFORD COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE BRADFORD COUNTY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, S230613A, BY THE PROPERTY OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR CHANGING THE LAND USE CLASSIFICATION FROM RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO INDUSTRIAL OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF BRADFORD COUNTY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 125.01, Florida Statutes, as amended, empowers the Board of County Commissioners of Bradford County, Florida, hereinafter referred to as the Board of County Commissioners, to prepare, adopt and implement a comprehensive plan;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, empowers and requires the Board of County Commissioners to prepare, adopt and implement a comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the County;

WHEREAS, the Board of County Commissioners has been designated as the Planning and Zoning Board of Bradford County, Florida, hereinafter referred to as the Planning and Zoning Board;

WHEREAS, the Board of County Commissioners has been designated as the Local Planning Agency of Bradford County, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development Regulations, as amended, the Board of County Commissioners, serving as the Planning and Zoning Board, and the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Board of County Commissioners, serving as the Planning and Zoning Board, and the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the Board of County Commissioners approval of said application for amendment, as described below;

WHEREAS, the Board of County Commissioners held the required public hearing, with public notice having been provided, under the procedures established in Sections 163.3161 to 163.3248, Florida Statutes, as amended, on said application for an amendment, as described below, and at said public hearing, the Board of County Commissioners reviewed and considered all comments received during the public hearing, including the recommendation of the Board of County Commissioners, serving as the Planning and Zoning Board, and the Local Planning Agency and the Concurrency Management Assessment concerning said application for an amendment, as described below;

WHEREAS, the Board of County Commissioners has determined and found said application for an amendment, as described below, to be compatible with the Land Use Element objectives and policies, and those of other affected elements of the Comprehensive Plan; and

WHEREAS, the Board of County Commissioners has determined and found that approval of said application for an amendment, as described, below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare

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

Section 1. Pursuant to an application, S230613A, by John E. Getzan, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the land use classification of certain lands, the land use classification is hereby changed from RESIDENTIAL, LOW DENSITY (less than or equal to 2 dwelling units per acre) to INDUSTRIAL on property described, as follows:

A parcel of land lying in Section 27, Township 6 South, Range 22 East, Bradford County, Florida. Being more particularly described as follows: Commence at the Northwest corner of the Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of said Section 27; thence North 89°47'56" East 381.55 feet, along the North line of the Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of said Section 27 for the Point of Beginning; thence continue North 89°47'56" East 330.00 feet, along the North line of the Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of said Section 27; thence South 00°54'24" East 459.46 feet to the Northerly right-of-way line of State Road 16; thence South 73°46'52" West 342.12 feet, along the Northerly right-of-way line of said State Road 16; thence North 00°54'24" West 553.87 feet to the Point of Beginning.

Containing 3.84 acres, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date. Pursuant to Section 125.66, Florida Statutes, as amended, a certified copy of this ordinance shall be filed with the Florida Department of State by the Clerk of the Board of County Commissioners within ten (10) days after enactment by the Board of County Commissioners. This ordinance shall become effective upon filing of the ordinance with the Florida Department of State.

The effective date of this plan amendment shall be thirty-one (31) days following the date of adoption of this plan amendment. However, if any affected person files a petition with the Florida Division of Administrative Hearings pursuant to Section 120.57, Florida Statutes, as amended, to request a hearing to challenge the compliance of this plan amendment with Sections 163.3161 through 163.3248, Florida Statutes, as amended, within thirty (30) days following the date of adoption of this plan amendment, this plan amendment shall not become effective until the Florida Department of Economic Opportunity or the Florida Administration Commission, respectively, issues a final order determining this plan amendment is in compliance. No development orders, development permits or land uses dependent on this plan amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued, this plan amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Economic Opportunity, Division of Community Development, 107 East Madison Street, Caldwell Building, First Floor, Tallahassee, Florida 32399-4120.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 125.01, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED AND DULY ADOPTED, in regular session with a quorum present and voting, by the Board of County Commissioners this 17<sup>th</sup> day of August, 2023.

Attest:

BOARD OF COUNTY COMMISSIONERS OF  
BRADFORD COUNTY, FLORIDA

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

\_\_\_\_\_  
Diane Andrews, Chair

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17<sup>th</sup>, 2023

AGENDA ITEM: Consider approval of Z 23-03 (J. Getzen) – Zoning Change for Bradford County Parcel Number 02827-0-00000

DEPARTMENT: Zoning

PURPOSE/DESCRIPTION:

John Getzen, seeks approval to amend the Official Zoning Atlas of Bradford County, Florida, relating to the Rezoning of Three.eight four (3.84) acres, more or less, pursuant to an application, Z 23-03, by the property owner of said acreage, providing for Changing the Zoning District from **RURAL RESIDENTIAL (RR)** to **INDUSTRIAL, LIGHT and WAREHOUSING (ILW)**.

ASSOCIATED COST/ REVENUE GENERATED: \$ 1700.00 paid on 06/13/2023

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

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TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

RECOMMENDED ACTION:

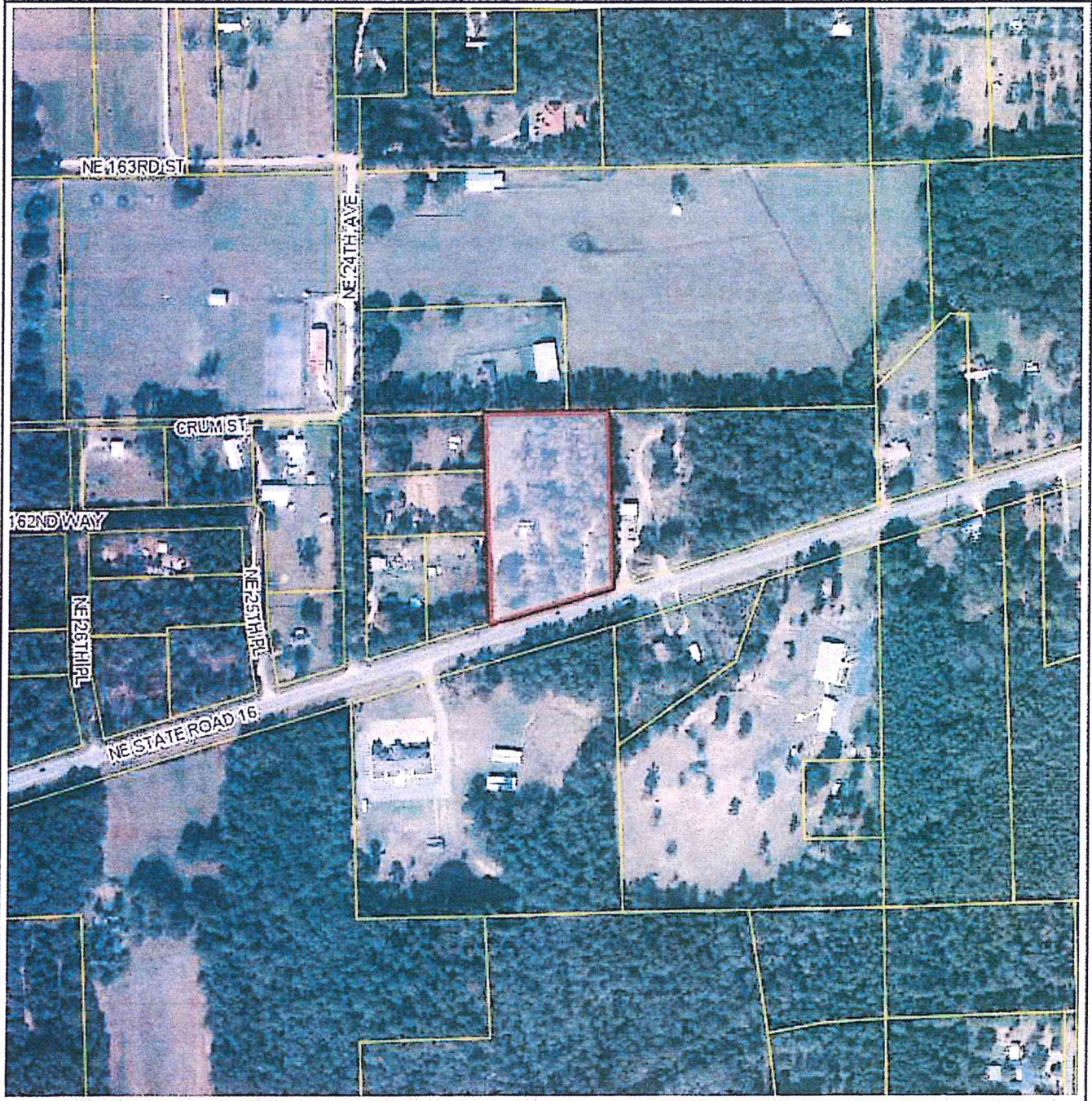
Call for public comments. Make a motion to change the current Zoning District from Rural Residential (RR) to Industrial, Light and Warehousing (ILW).

RECOMMENDED MOTION:

Based on the NCFRPC's recommendation, make a motion to approve Zoning change to Industrial, Light and Warehousing (ILW) .

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0 220 440 660 880 1100 1320 1540 1760 1980 2200 2420 2640 ft

**Bradford County Property Appraiser** Kenny Clark, CFA | Starke, Florida | 904-966-6216

**PARCEL: 02827-0-00000 (9856) | MOBILE HOME (0200) | 3.84 AC**  
 27 6S 22 COM NW COR OF NW1/4 OF NE1/4 OF NE1/4, N89°47'56 E 381.55' TO POB, N89°47'56 E 165', RUN  
 S00°54'24 E 506.67' TO NLY R/W SR-16, S73°46'52 W 17

NOTES:

GETZAN JOHN E 2023 Working Values

# S230613A and Z 23-03



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF BRADFORD COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE BRADFORD COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF LESS THAN TEN CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 23-03, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR CHANGING THE ZONING DISTRICT FROM RURAL RESIDENTIAL (RR) TO INDUSTRIAL, LIGHT AND WAREHOUSING (ILW) OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF BRADFORD COUNTY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 125.01, Florida Statutes, as amended, empowers the Board of County Commissioners of Bradford County, Florida, hereinafter referred to as the Board of County Commissioners, to prepare, adopt and enforce land development regulations;

WHEREAS, Sections 163.3161 to 163.3248, Florida Statutes, as amended, the Community Planning Act, requires the Board of County Commissioners to prepare and adopt regulations concerning the use of land and water to implement the Comprehensive Plan;

WHEREAS, an application for an amendment, as described below, has been filed with the County;

WHEREAS, the Board of County Commissioners has been designated as the Planning and Zoning Board of Bradford County, Florida, hereinafter referred to as the Planning and Zoning Board;

WHEREAS, the Board of County Commissioners has been designated as the Local Planning Agency of Bradford County, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to the Section 163.3174, Florida Statutes, as amended, and the Land Development Regulations, as amended, the Board of County Commissioners, serving as the Planning and Zoning Board, and Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Board of County Commissioners, serving as the Planning and Zoning Board, and the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the Board of County Commissioners approval of said application for an amendment, as described below;

WHEREAS, pursuant to Section 125.66, Florida Statutes, as amended, the Board of County Commissioners held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Board of County Commissioners reviewed and considered all comments received during said public hearing, including the recommendation of the Board of County Commissioners, serving as the Planning and Zoning Board, and the Local Planning Agency, and the Concurrency Management Assessment concerning said application for an amendment, as described below; and

WHEREAS, the Board of County Commissioners has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

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

Section 1. Pursuant to an application, Z 23-03, by John E. Getzan, to amend the Official Zoning Atlas of the Land Development Regulations by changing the zoning district on certain lands, the zoning district is hereby changed from RURAL RESIDENTIAL (RR) to INDUSTRIAL, LIGHT AND WAREHOUSING (ILW) on property described, as follows:

A parcel of land lying in Section 27, Township 6 South, Range 22 East, Bradford County, Florida. Being more particularly described as follows: Commence at the Northwest corner of the Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of said Section 27; thence North 89°47'56" East 381.55 feet, along the North line of the Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of said Section 27 for the Point of Beginning; thence continue North 89°47'56" East 330.00 feet, along the North line of the Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of said Section 27; thence South 00°54'24" East 459.46 feet to the Northerly right-of-way line of State Road 16; thence South 73°46'52" West 342.12 feet, along the Northerly right-of-way line of said State Road 16; thence North 00°54'24" West 553.87 feet to the Point of Beginning.

Containing 3.84 acres, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date. Pursuant to Section 125.66, Florida Statutes, as amended, a certified copy of this ordinance shall be filed with the Florida Department of State by the Clerk of the Board of County Commissioners within ten (10) days after enactment by the Board of County Commissioners. This ordinance shall become effective upon filing of the ordinance with the Florida Department of State.

The effective date of this amendment, Z 23-03, to the Official Zoning Atlas shall be the same date as the effective date of Future Land Use Plan Map Amendment, S230613A. If Future Land Use Plan Map Amendment, S230613A, does not become effective, this amendment, Z 23-03, to the Official Zoning Atlas shall not become effective. No development orders, development permits or land uses dependent on this amendment, Z 23-03, to the Official Zoning Atlas may be issued or commence before it has become effective.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 125.01, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED AND DULY ADOPTED, in regular session with a quorum present and voting, by the Board of County Commissioners this 17<sup>th</sup> day of August 2023.

Attest:

BOARD OF COUNTY COMMISSIONERS OF  
OF BRADFORD COUNTY, FLORIDA

---

Denny Thompson, County Clerk

---

Diane Andrews, Chair



Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

July 5, 2023

Mr. Randal Andrews  
Director of Zoning  
Bradford County  
945 North Temple Avenue, Suite F  
Starke, FL 32091-2210

TRANSMITTED VIA ELECTRONIC MAIL ONLY

RE: Application No. Z 23-03 (Getzan)

Ordinance  
Concerning an Amendment to the  
Official Zoning Atlas of the Land Development Regulations

Dear Randy:

Please find enclosed the above referenced ordinance.

The County Attorney should review the ordinance as to legal form and sufficiency.

Subsequent to adoption of the ordinance, please send a copy of the signed ordinance to me.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP  
Executive Director

Enclosure

SRK/cf

xc: Amanda Brown, Executive Assistant to County Manager  
Rich Komando, County Attorney  
Scott Kornegay, County Manager  
Rachel Rhoden, Chief Deputy Clerk  
Denny Thompson, County Clerk  
Aleshia Wilsey, Zoning Administrative Assistant

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BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: August 17, 2023

AGENDA ITEM Reg. Meeting Minutes from July 20, 2023.

DEPARTMENT: Clerk's Office

PURPOSE: Approval of minutes.

ASSOCIATED COSTS: N/A

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

**July 20, 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 5 – Chair Diane Andrews  
Commissioner District 1 – Vice-Chair Carolyn Spooner  
Commissioner District 2 – Kenny Thompson  
Commissioner District 3 – Joseph C. Dougherty  
Commissioner District 4 – Danny Riddick

**PRESS PRESENT:** Bradford County Telegraph

**STAFF MEMBERS IN ATTENDANCE:** County Manager Scott Kornegay; Executive Assistant Amanda Brown; County Attorney Rich Komando; Clerk of Court Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana LaFollette; Fire Chief Ben Carter; Supervisor of Elections Amanda Seyfang; Community Development Director Kelly Canady; Zoning Director Randy Andrews; Tax Collector Teresa Phillips; Sheriff Gordon Smith; Public Works Director Jason Dodds.

1. **CALL TO ORDER:** Chair Andrews called the meeting to order at 6:45 P.M.
2. **PUBLIC HEARING – ENACTMENT OF ORDINANCES – RANDY ANDREWS, ZONING DIRECTOR.**
  - A. **AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN; RELATING TO AN AMENDMENT TO THE TEXT OF THE COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 23-02, BY THE BOARD OF COUNTY COMMISSIONERS, TO ADD SOLAR FACILITIES AS A USE PERMITTED WITHIN THE AGRICULTURAL LAND USE CLASSIFICATIONS AND BY EXCLUDING SOLAR FACILITIES FROM THE ELECTRICAL POWER GENERATING FACILITY LAND USE CLASSIFICATIONS IN THE RURAL AREAS OF THE COUNTY. [FIRST READING]**

Chair Andrews recognized Zoning Director Randy Andrews, who read the title of the ordinance. Chair Andrews opened the public hearing; there being no response, the public hearing was closed.

- B. **AN ORDINANCE AMENDING THE FUTURE LAND USE PLAN MAP; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, S230613A, BY THE PROPERTY OWNER OF SAID ACREAGE; CHANGING THE LAND USE CLASSIFICATION FROM RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO INDUSTRIAL OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF**

**BRADFORD COUNTY, FLORIDA.**

Zoning Director Randy Andrews announced that item B will be deferred.

**C. AN ORDINANCE AMENDING THE OFFICIAL ZONING ATLAS OF THE LAND DEVELOPMENT REGULATIONS, PURSUANT TO AN APPLICATION, Z 23-03, BY THE PROPERTY OWNER OF SAID ACREAGE, CHANGING THE ZONING DISTRICT FROM RURAL RESIDENTIAL (RR) TO INDUSTRIAL, LIGHT AND WAREHOUSING (ILW) OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF BRADFORD COUNTY, FLORIDA.**

Zoning Director Randy Andrews announced that item C will be deferred.

**D. AN ORDINANCE AMENDING THE FUTURE LAND USE PLAN MAP OF THE COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, S230613B, BY THE PROPERTY OWNERS OF SAID ACREAGE, CHANGING THE LAND USE CLASSIFICATION FROM RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO COMMERCIAL OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF BRADFORD COUNTY, FLORIDA.**

Chair Andrews recognized Zoning Director Randy Andrews, who read the title of the ordinance. Chair Andrews opened the public hearing; there being no response, the public hearing was closed.

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

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye  
Vice-Chair Spooner: Aye  
Commissioner Dougherty: Aye  
Commissioner Riddick: Aye  
Commissioner Thompson: Aye

**Motion Carries 5-0**

**3. PUBLIC COMMENTS:**

- Paul Still

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

- A. MEETING MINUTES FROM MAY 18, 2023.**
- B. MEETING MINUTES FROM JUNE 6, 2023.**
- C. MEETING MINUTES FROM JUNE 15, 2023.**
- D. 911 RURAL GRANT 23-05-17 FOR THE SYSTEM MAINTENANCE AND NECESSARY UPGRADES AS APPROPRIATE.**
- E. CONSIDER APPROVAL OF THE DETAILED WORK PLAN BUDGET FOR MOSQUITO CONTROL, 23-24 YEAR – ASSOCIATED COSTS TO COUNTY – \$62,149.58 (RETROACTIVE APPROVAL).**



- F. APPROVAL OF PRECINCT BOUNDARIES.**
- G. AWARD SHIP REHAB FILE #2018-6-S TO THE SOLE BIDDER M&R CONSTRUCTION IN THE AMOUNT OF \$32,450.**
- H. AWARD SHIP CONTRACT BETWEEN BOCC AND M&R CONSTRUCTION, INC. ON SHIP REHAB FILE #2018-6-S IN THE AMOUNT OF \$32,450.**
- I. SHIP REHAB PROJECT FILE #2019-3-S: CONSIDER APPROVAL TO BE TRANSFERRED TO A DEMO/REPLACEMENT PROJECT.**
- J. AMBULANCE BILLING RATES INCREASE.**
- K. LAW ENFORCEMENT SALARY ASSISTANCE FOR FISCALLY CONSTRAINED COUNTIES (\$703,809) (RETROACTIVE APPROVAL).**

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to approve the consent agenda but pull items E & F for a separate vote.**

**Discussion:**

- Questions made on whether Rayonier still offers Bradford County chemical tablet assistance for mosquito control. Mr. Dodds advised that he would look into the matter.

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye  
Vice-Chair Spooner: Nay  
Commissioner Dougherty: Aye  
Commissioner Riddick: Aye  
Commissioner Thompson: Aye

**Motion Carries 4-1 (Vice Chair Spooner dissenting vote)**

**❖ CONSENT AGENDA ITEM 4-E.**

Per Mr. Dodds, item 4-E is a detailed state aid budget that is due July 1<sup>st</sup> (the board only held one meeting in July - July 20<sup>th</sup> - which was the purpose of the retroactive date). This budget is money coming from the state to help supplement mosquito control operations.

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Riddick to approve Item 4E.**

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye  
Vice-Chair Spooner: Aye  
Commissioner Dougherty: Aye  
Commissioner Riddick: Aye  
Commissioner Thompson: Aye

**Motion Carries 5-0**

**❖ CONSENT AGENDA ITEM 4-F.**

**Discussion:**

- Remarks were made to the effect that this issue has passed the discussion stage, has undergone multiple workshops, and is now prepared for adoption.

**It was MOVED by Vice Chair Spooner and SECONDED by Commissioner Riddick to approve Item 4-F.**

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye  
Vice-Chair Spooner: Aye  
Commissioner Dougherty: Nay  
Commissioner Riddick: Aye  
Commissioner Thompson: Nay

**Motion Carries 3-2** (Commissioners Dougherty and Thompson dissenting votes)

**5. CHIP SEAL S.E. 11<sup>TH</sup> AVENUE – PUBLIC WORKS.**

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Riddick to chip seal S.E. 11<sup>th</sup> Avenue.**

**Discussion**

- Comments made by Vice Chair Spooner noting opposition to her prior request for a paving project in her district.
- Questions pertaining to the shelf life of a chip sealed road. Mr. Dodds responded that there are two chip sealed roads that are seven years old, in good condition.
- Comments concerning the difference between chip sealed roads and paved roads; chip sealed roads are less expensive and require no engineering.
- Gas tax revenue used to pave S.W. 106<sup>th</sup> Avenue.
- Remarks that it costs approximately \$1 million dollars to pave one mile using a contractor; less using in-house staff.

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye  
Vice-Chair Spooner: Aye  
Commissioner Dougherty: Aye  
Commissioner Riddick: Aye  
Commissioner Thompson: Aye

**Motion Carries 5-0**

**6. MERIDIAN ANNUAL REPORT AND FUNDING REPORT REQUEST FISCAL YEAR (FY) 2024.**

Chair Andrews recognized Donald Savoie, President and Chief Executive Officer with Meridian who presented a PowerPoint presentation of an annual report and funding request in the amount of \$92,022.00 for FY 2024.

**Discussion:**

- Funding opioid lawsuit.

**7. STRATEGIC PLANNING – PRESENTED BY COMMISSIONER SPOONER.**

Vice Chair Spooner presented a PowerPoint on strategic planning and asked the board for permission to work with community members to conduct workshops to evaluate the community's strengths, weaknesses, opportunities, and threats (SWOT). She then wanted to return the results to the board for further discussion in relation to strategic planning. The board was in consensus to allow her to proceed.

**Discussion** – None.

**8. CLERK REPORTS – DENNY THOMPSON**

Clerk Thompson introduced Finance Director Dana LaFollette who presented items A and B. Ms. LaFollette went out of order of the agenda.

**B. QUARTERLY UPDATE ON DECEMBER SPENDING (APRIL – JUNE 2023).**

Ms. LaFollette presented a PowerPoint on the quarterly revenues and expenditures for the general fund, road department fund, and fire rescue fund. She reminded the board of its decision to use each fund balance to help balance fiscal-year 2022-2023 and to transfer all one cent sales tax and fiscally constrained funds into the general fund. Ms. LaFollette advised that once a fund balance has been used, it is no longer available at the end of the fiscal year and that the only remaining funds should be those designated as a reserve for contingency which was implemented in most departments and requires board approval before spending.

**Discussion** – None.

**A. BOARD SET PROPOSED MILLAGE RATE FOR FY 2024.**

Ms. LaFollette presented the board with options for setting the proposed millage rate.

**It was MOVED by Vice Chair Spooner and SECONDED by Commissioner Dougherty to keep millage at 10 mills.**

**Discussion:**

- Remarks in favor of maintaining the millage rate at 10 mills.
- Remarks that the board cannot rationally lower the millage rate until it secures other revenue sources.

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye

Vice-Chair Spooner: Aye

Commissioner Dougherty: Aye  
Commissioner Riddick: Aye  
Commissioner Thompson: Aye

**Motion Carries 5-0**

**9. SHERIFF REPORTS – GORDON SMITH**

Sheriff Smith provided the following reports.

- Provided the board a letter giving a favorable inspection of the county jail.
- Acknowledged that a letter of appreciation for emergency help was forwarded to his office from the City of Lake Butler.
- Remarks addressing next steps in the code enforcement process.
- Discussion over establishing cooling stations in the county.
- Radar school zone traffic enforcement. Governor DeSantis passed legislation that radars can be used only in school zones during school hours.

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

Mr. Kornegay recognized Chief Carter who presented an emergency item for board approval.

**❖ FIRE FIGHTER DECONTAMINATION GRANT**

Chief Carter reported that he is under a deadline to apply for a fire fighter decontamination grant in the amount of \$6,160.00 with a county match of \$1,540.00 for cancer-blocking gloves. Mr. Carter advised that he has a grant budget of \$75,000.00 available for the county match.

- **DECLARE FIRE FIGHTER DECONTAMINATION GRANT AS AN EMERGENCY**

**It was MOVED by Commissioner Riddick and SECONDED by Commissioner Spooner to declare item as an emergency.**

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye  
Vice-Chair Spooner: Aye  
Commissioner Dougherty: Aye  
Commissioner Riddick: Aye  
Commissioner Thompson: Aye

**Motion Carries 5-0**

- **APPROVE FIRE FIGHTER DECONTAMINATION GRANT**

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Spooner**

**to approve the grant match.**

**Chair Andrews Conducted A Roll-Call Vote:**

Chair Andrews: Aye  
Vice-Chair Spooner: Aye  
Commissioner Dougherty: Aye  
Commissioner Riddick: Aye  
Commissioner Thompson: Aye

**Motion Carries 5-0**

- Congratulated Commissioner Chris Dougherty on his selection to the Florida Small County Coalition's secretary position
- Introduced Chief Carter to the podium to recognize the following members of his staff who applied for and were awarded a grant from Fire House Subs Public Safety Foundation in the amount of \$33,855.00 (no county match) for the Hurst eDRAULIC rams (a component of the Jaws of Life system). A letter of commendation that will be added to the personnel files of each listed employee was read into the record by Mr. Carter.
  - Brian Dean
  - Breanna Yost
  - Matthew Kimball
  - Amanda Reeder (not present)
- Advised that the county received its full reimbursement of \$2.3 million dollars from the Department of Economic Opportunity (DEO) Jobs Growth Grant project. Mr. Kornegay thanked everyone involved in the project, specifically Jason Dodds, Amanda Brown, and Heather Hinds.

**11. COUNTY ATTORNEY REPORTS – RICH KOMANDO – No reports.**

**12. COMMISSIONER COMMENTS**

Vice Chair Spooner:

- Congratulated Chair Andrews on completing level one advanced commissioner training and certification.
- Announced that she completed level two advanced commissioner training and certification. She thanked the board for allowing her and Chair Andrews to attend said training sessions.
- Made a public announcement about a food distribution event planned at the Bobbie Sheppard City Park.
- Announced that on July 29 from 9:00 am to 12:00 pm, the school would hold a giveaway at the bus drive.
- Informed about HUB services held every Tuesday and Thursday from 10 am to 2 pm at Bethel Church.
- Informed about CareerSource services open Monday – Friday for job assistance.
- Shared concerns about the heat and how the board could help the community with cooling and watering stations.

- Questions regarding the anticipated presentation of the audit report for fiscal year 2021–2022. In response, Ms. Rhoden advised that staff anticipates that the audit will be available for presentation at the board meeting on August 1st. In addition, Ms. LaFollette will present the board with an unbalanced budget for FY 2024 on August 1st. She will ask the board for guidance on how to balance the budget by making transfers from the general fund or from the department’s fund balance.
- Requested increased mowing due to heavy rain events. Mr. Dodds advised that his department has not halted cutting grass unless heavy rain events present potential risks to machinery and county right-of-way.
- Requested increased mosquito spraying. Mr. Dodds responded in the positive and asked that everyone send requests for spraying to the Bradford County Ag/Extension Office so that they may be tracked since it aids in receiving state aid monies.

**13. CHAIR COMMENTS** – None.

**ADJOURN:** There being no further business, the meeting adjourned at 8:01 p.m.

BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA

\_\_\_\_\_  
DIANE ANDREWS, 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

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: August 17, 2023

AGENDA ITEM Workshop Meeting Minutes from July 20, 2023.

DEPARTMENT: Clerk's Office

PURPOSE: Approval of minutes.

ASSOCIATED COSTS: N/A



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

**July 20, 2023**

**5:00 P.M.**

**Bradford County Courthouse**

**945 North Temple Avenue**

**Starke, Florida 32091**

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**WORKSHOP MEETING MINUTES**

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**BOARD MEMBERS PRESENT:** Commissioner District 5 – Chair Diane Andrews  
Commissioner District 1 – Vice-Chair Carolyn Spooner  
Commissioner District 2 – Kenny Thompson  
Commissioner District 3 – Joseph C. Dougherty  
Commissioner District 4 – Danny Riddick

**PRESS PRESENT:** Bradford County Telegraph

**STAFF MEMBERS IN ATTENDANCE:** County Manager Scott Kornegay; County Attorney Rich Komando; Executive Assistant Amanda Brown; Chief Deputy Clerk Rachel Rhoden; and Zoning Director Randy Andrews.

**1. CALL TO ORDER:** Chair Andrews called the workshop to order at 5:00 P.M.

Chair Andrews recognized Zoning Director Randy Andrews who advised the public that the purpose of the scheduled workshop was to discuss proposed resolution CPA 23-01, of which he read the title into the record.

**2. PUBLIC COMMENTS:**

- Carol Mosely
- Joanne Trembly
- Beth Moore
- Connie Henderson
- Paul Still
- Kate Ellison

**4. COMMISSIONER COMMENTS:**

- Comments in support of utilizing the expertise of and recommendations from the North Central Florida Regional Planning Council (NCFRPC).
- Comments in support of reviewing recommendations from NCFRPC before putting into effect.
- Comments in support of additional regulations to current comprehensive plan.
- Comments in favor of a plan customized for Bradford County as opposed to a general plan shared by Bradford, Union, and Alachua Counties.

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

Mr. Kornegay was granted authorization to organize an internal meeting with mining stakeholders to work out key issues discussed in the workshop such as terminology, different types of phosphate mining, and comprehensive plan revisions. He committed to return a proposal to the board during its August 1, 2023 commission meeting.

**6. COMMISSIONER COMMENTS**

**ADJOURN:** There being no further business, the workshop adjourned at 5:45 p.m.

BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA

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DIANE ANDREWS, 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: 8/17/2023

AGENDA ITEM Consider approval of ProCare Services Stryker Renewal Agreement for EMS stretcher maintenance. Service term: June 18, 2023 – June 17, 2024.

DEPARTMENT: Fire Rescue

PURPOSE: Preventative Maintenance and Inspection of EMS stretchers to include parts, labor, travel, unscheduled service, battery replacement and product equipment checklists.

ASSOCIATED COST(S): \$14,349.75

BUDGET LINE (G/L #): 111-54-526-34000-00

Sales Rep Name: Eric Smith  
 ProCare Service Rep: Thomas Pontius

3800 E. Centre Ave  
 Portage, MI 49009

Date: 2/1/2023  
 ID #: 230201111103

**PROCARE PROPOSAL SUBMITTED TO:**

Billing Acc Num:	Name: Sherie Jewett
Shipping Acct Num: 1063492	Title: Procurment
Account Name: Bradford County	Phone: (904) 966-6905
Account Address: 945 C Temple Ave	Email: sherie_jewett@bradfordcountyfl.gov
City, State Zip: Starke, FL 32091	

**PROCARE COVERAGE**

Item No.	Model Number	Model Description	ProCare Program	Qty	Yrs	Total
1	6506	Power Cots	EMS Prevent	5	1	\$7,685.00
2	6390	Power-LOAD	EMS Prevent NB	4	1	\$7,420.00

**PROGRAM INCLUDES:**

**EMS Prevent NB:**

\*Includes parts, labor, travel  
 \*Includes 1 annual PM inspection  
 \*Includes unscheduled service and product equipment checklists.  
 \*Replacement parts do not include mattresses, batteries, and other Disposable or expendable parts.

**EMS Prevent:**

\*Includes parts, labor, travel  
 \*Includes 1 annual PM inspection  
 \*Includes unscheduled service  
 \*Includes battery replacement  
 \*Includes product equipment checklists.  
 \*Replacement parts do not include mattresses, and other Disposable or expendable parts.

Unless otherwise stated on contract, payment is expected upfront.	ProCare Total	\$15,105.00
	Discount	5%
	<b>FINAL TOTAL</b>	<b>\$14,349.75</b>

Start Date: 6/18/2023  
 End Date: 6/17/2024

\_\_\_\_\_  
 Stryker Signature Date

\_\_\_\_\_  
 Customer Signature Date

The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at <https://techweb.stryker.com>

The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement.

\_\_\_\_\_  
 Purchase Order Number

**This is not an invoice. A physical invoice will be mailed.**  
**Remit payment to: P.O. Box 93308 Chicago, IL 60673-3308**

**If contract is over \$5,000 please send hard copy PO**

**COMMENTS:**

Please email signed Proposal and Purchase Order to [procarecoordinators@stryker.com](mailto:procarecoordinators@stryker.com).  
 All information contained within this quotation is considered confidential and proprietary and is not subject to public disclosure.  
 \*\*Quote pricing valid for 30 days.

**SERIAL NUMBER SHEET**

Item No.	Model	Serial Number	Program
1	6506	101140299	EMS Prevent
2	6506	100341187	EMS Prevent
3	6506	150139289	EMS Prevent
4	6390	160340386	EMS Prevent NB
5	6390	1912012400278	EMS Prevent NB
6	6390	2009012400013	EMS Prevent NB
7	6390	2101012400100	EMS Prevent NB
8	6506	2003003500632	EMS Prevent
9	6506	1903003500639	EMS Prevent

**Purchase Order Form**



Account Manager \_\_\_\_\_  
 Cell Phone \_\_\_\_\_

Purchase Order Date \_\_\_\_\_  
 Expected Delivery Date \_\_\_\_\_  
 Stryker Quote Number 230201111103

Check box if Billing same as Shipping

BILL TO		CUSTOMER #
Billing Account Num	0	
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

SHIP TO		CUSTOMER #
Shipping Account Num	1063492	
Company Name	Bradford County	
Contact or Department	Sherie Jewett	
Street Address	945 C Temple Ave	
Add'l Address Line		
City, ST ZIP	Starke, FL 32091	
Phone	(904) 966-6905	

Authorized Customer Initials \_\_\_\_\_

Authorized Customer Initials \_\_\_\_\_

DESCRIPTION	QTY	TOTAL
REFERENCE QUOTE <input type="text"/>	<input type="text"/>	<input type="text"/>

**Accounts Payable Contact Information**

Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Stryker Terms and Conditions  
<https://techweb.stryker.com>

**Authorized Customer Signature**

Printed Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Attachment                      Stryker Quote Number      230201111103

\*Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17, 2023

AGENDA ITEM: Billboard

DEPARTMENT: Bradford County TDC

PURPOSE/DESCRIPTION: Marketing of Bradford County

ASSOCIATED COST(S): \$7,200.00

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

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TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

RECOMMENDED ACTION:

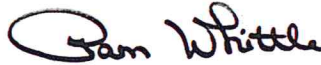
RECOMMENDED MOTION:

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AGENDA ITEM APPROVAL

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

SIGNATURE



8/3/2023

DATE

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

SIGNATURE

DATE





TRAILER COMPANY

# INVOICE

INVOICE #: BT-CI848-23

DATE: 5/19/2023

Please remit payment to:

BUSH TRAILER COMPANY, LLC

BILL TO: TDC OF BRADFORD COUNTY

9057 US Hwy 301

100 E. CALL STREET

Hampton, FL 32044

STARKE, FL 32091

bushtrailerco@gmail.com

DUE DATE:

UPON RECEIPT

(352) 575-8665

DESCRIPTION	AMOUNT
<b>BILLBOARD LEASE RENEWAL: SIGN PERMIT # CI848</b>	<b>\$ 7,200.00</b>
MONTHLY: \$600/MONTH	
BI-ANNUALLY: \$3,600/6 MONTHS	
ANNUALLY: \$7,200	
TERM: 9/1/23 - 8/31/23	
Please contact Stephen Bush at (352) 468-3290 or bushtrailerco@gmail.com with any questions.	
	<b>TOTAL: \$ 7,200.00</b>

**Thank You For Your Business!**

# Bradford County Tourist Development Council

## Minutes

June 15, 2023

12 Noon

Downtown Grill

Starke, FL

**Board Members Present:** John Miller, Jimmy Crosby, Chuck Kramer, Paula Register, Dale Woodruff, Steve Futch, Diane Andrews, Vincent Esson (8)

**Board Members Absent:** Gene Melvin

**Chamber Staff Present:** Pam Whittle

**Guests:** Scott Kornegay, Cindy Futch

At 12:30 PM Chairman John Miller called the meeting to order

There were no grant presentations to come before the board at this meeting.

**Approval of the minutes from the May meeting,** a motion to approve the minutes was made by Dale Woodruff the motion was second by Chuck Kramer, motion passed 8-0.

**Financial Report was accepted** motion to accept was made by Dale Woodruff the motion was second by Steve Futch, the motion passed 8-0.

Bush Trailer Company submitted a renewal for the billboard located on the South end of town in the amount of \$7,200.00. Current contract is for September 01, 2022 to August 31, 2023. Paula Register made the motion to pay for the billboard on the south end of town in the annual amount of \$7,200.00 her motion was second by Diane Andres and the motion passed 8-0.

Steve Futch made the motion to cancel the July meeting of the TDC due to scheduling conflicts, his motion was second by Jimmy Crosby, and the motion passed, 8-0.

Vincent Esson made a motion to research Marketing Companies to assist with such things as billboard graphics, and other forms for marketing for the county. It was stated that TDC needed to know what exactly they were going to market to be ready for this marketing company. Steve Futch second the motion and the motion passed, 8-0.

### REPORTS and INFORMATIONAL ITEMS

Pam also showed the board a promotional item that was presented by another county at the Rural Counties Days that would be very good item for Bradford County. The Downtown Merchants and the Chamber will be working to make the "Things to Do in Bradford County"

At 12:50 John Miller adjourned the meeting

Minutes prepared by Pam Whittle, IOM President / CEO NFRCC

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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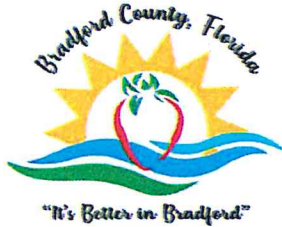
AGENDA ITEM INFORMATION SHEET

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DATE: August 17, 2023

AGENDA ITEM Approval of letter of request for FDEP to convey the state-owned Douglas building property as a gift for the greater benefit to the public under Rule 18-2.018(3)(b), FAC item 1c.

DEPARTMENT: County Manager's Office



## **Bradford County Manager's Office**

Scott Kornegay, MPA County Manager  
scott\_kornegay@bradfordcountyfl.gov

August 3, 2023

TO: Florida Department of Environmental Protection

FROM: Bradford County Florida

RE: Conveyance of State-Owned Property

The state-owned property formerly occupied by the GSA and used as a surplus warehouse in Starke, Florida, was recently released by the Department of Emergency Management and made available. The property was advertised in accordance with state policy and the only interested party was the Bradford County Board of County Commissioners. The county wishes to obtain this property for the sole purpose of leasing to MHD Rockland, an international corporation currently operating at Keystone Heights Airport in Starke, Florida.

MHD Rockland is in desperate need of warehouse space. This 100,000 square foot facility will give them that needed space, that if not acquired, will force MHD Rockland to relocate their business to a location where suitable space exists. The loss of this corporation would be devastating to our community and our economy. This assertion is demonstrated in the supporting documents submitted with this request. MHD Rockland has agreed to pay for millions of dollars of upgrades and interior build outs to the property.

Bradford County is requesting the property be conveyed in accordance with Rule 18-2.018(3)(b), FAC, item 1c which states, "The Trustees determine that a conveyance of the parcel by sale, gift or exchange provides a greater benefit to the public than its retention in state ownership". Since Bradford County is a fiscally constrained county and cannot afford to purchase the property, we are requesting conveyance as a gift. The greater benefit to the public is the retention and expansion of an international corporation that will spur economic development and job growth in our region.

Thank you for your attention and help with this key and critical matter facing Bradford County and Keystone Heights Airport. Please let me know if you have any questions.

Sincerely,

Scott Kornegay, MPA  
Bradford County Manager





# **Bradford County Board of County Commissioners**

District I  
Carolyn Spooner  
Vice Chair

District II  
Kenny Thompson

District III  
Chris Dougherty

District IV  
Danny Riddick

District V  
Diane Andrews  
Chair

## **BRADFORD COUNTY REQUEST FOR CONVEYANCE OF STATE-OWNED PROPERTY**

### **DOUGLAS BUILDING**

**Bldg. Address: 14281 S Hwy 301  
Starke, Fl 32091**

### **PROJECT CONTACT**

**Scott Kornegay, County Manager  
945 N Temple Ave. Starke, FL 32091  
904.966.6327**

## EXECUTIVE SUMMARY

Bradford County has just been re-designated by Governor DeSantis' Executive Order, EO-23- 132 June 16, 2023, which states, “

**WHEREAS**, certain rural communities are struggling to maintain, support or enhance job creating activities or to generate revenues for education and other critical government services such as infrastructure, transportation, and safety; and

**WHEREAS**, the challenges faced by these rural communities threaten their well-being and viability; and

**WHEREAS**, the Governor is authorized in section 288.0656(7), Florida Statutes, to designate up to three "Rural Areas of Opportunity," formerly "rural areas of critical economic concern," under section 288.0656, Florida Statutes (2000-2013); and

**WHEREAS**, a Rural Area of Opportunity is a rural community, or a region composed of rural communities, designated by the Governor, that have been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact; and"

This is the fourth re-designation for a five-year term since 2003 of the North Central Florida Rural Area of Opportunity (RAO) which is supported and overseen by the North Florida Economic Development Partnership (NFEDP). The NEFDF has provided many economic development leads to Bradford County most of which require an existing building for manufacturing, distribution, assembling, or providing maintenance, repair, or overhaul of equipment. The 100,000 square foot Douglas Building located on U.S. Hwy. 301 in Starke, Florida is currently owned by the Florida Department of Environmental Protection (DEP). The building has been vacant for approximately three years since it went through DEP's Surplus Property process. All State agencies were notified of the availability and given an estimated six-month opportunity to request the building for its agency use. The age of the building and the fact that it is not climate controlled may have been factored into the decision by most of the agencies to decline the opportunity.

### PUBLIC BENEFIT

MHD-ROCKLAND Services was incorporated in 2016 in the State of Florida with the mission to assist global operators with reducing overall training costs, aircraft mission downtime and extending the life of the P-3 legacy aircraft. MHD-ROCKLAND Services, Inc. (a Florida company), a subsidiary of the Canadian company, MHD-ROCKLAND International Inc., is operating a comprehensive training center featuring warehouses, a hangar and maintenance facility, training, and office space at Keystone Heights Airport in Starke, Florida.

The U.S. Navy announced that as of October 2018, the U.S. Navy's MPA Training arm (the VP-30) would no longer be providing training or support services with regards to the P-3C Orion aircraft model. Moreover, the U.S. Navy confirmed that no other options for FMS (Foreign Military) customers currently utilizing P-3 aircraft would be available. MHD-ROCKLAND discovered that five (5) P-3 Orion aircrafts from Royal Australian Air Force were available to be purchased and are now housed at MHD-ROCKLAND Services' Florida facility.

With its excellent network and standing within the P-3 military aircraft community worldwide, coupled with the availability of the P-3 Orion aircraft purchased by the Canadian parent company for training purposes, and the business partnership with ESG AeroSystems GmbH for flight instructors, MHD- ROCKLAND Services has become a comprehensive Flight Operations and Maintenance Training Center of Excellence for the global P-3 Orion community. The company aims to deliver its specialized training and services to customers domestically and abroad.

Along with the purchase of the five P-3C aircraft, MHD-ROCKLAND purchased all the aircraft specific parts from the Australian Ministry of Defense, which had been purchased by Australia to support its fleet of 21 aircraft. According to the Australian Program Management Office's logistics staff, the volume of material will fill 40-foot containers, on trucks parked bumper to bumper, over 150 kilometers in length. This material will also have to be stored and managed by MHD-ROCKLAND, with the bulk of the material close to the Flight Operations Center in Starke, FL.

The storage of the Australian aircraft parts is one of the primary reasons for utilizing the Douglas Building. MDG-ROCKLAND has also established the Starke location as the central shipping and logistics management branch for all the MHD-ROCKLAND companies, as well as the international shipping clearance location. This ongoing expansion will also lead to further job creation within the Logistics Team in Starke.

Another earmarked purpose for the Douglas Building is the creation and/or relocation of some of the companies Repair Stations. It offers an ideal location to expand and consolidate MHD-ROCKLAND's component repair capability to one location, furthering even more job creation over Flight Operations, Maintenance Teams, and Logistics Teams.

To summarize, this is an actual existing highly successful company which is expanding by leaps and bounds. If the company cannot find a building, MHD-ROCKLAND has indicated that they may have to shut down their facility at Keystone Heights Airport in Starke and transfer their expansion plans to one of its other non-Florida facilities. Bradford County has no other 100,000 square foot buildings and no financial means to build one. There are no state or federal grants that can be obtained in a timely manner to meet the company's immediate needs. Time is of the essence. The company prefers to remain in Starke but simply cannot wait much longer. They have received two large shipments of highly sought-after aircraft parts and are literally bursting at the seams. MHD-ROCKLAND has stated to Bradford County that it will, at its own expense of an estimated \$2.5-3 million, climatize the building and make other improvements and repairs. This is very appealing to the county because the county does not have the financial resources to make those improvements.

The initial contract value is \$1.4 million per basic flight student, with a throughput of up to 16 members per year for initial flights training. For USG, the cost for contract life with extensions is \$65 million, without overruns. There is currently a request from two separate USG entities for long term (six months plus) lease of the aircraft. This contract's life cost is for one foreign government. They had a second contract starting in January and are expecting a third contract during the 4th quarter of 2023.

MHD-ROCKLAND currently employs 22 people, with an average salary of \$87,000 per year. They plan to hire five to eight new mechanics in 2023. The following year, they will begin hiring flight crews for firefighting, bringing in six pilots and flight engineers, and six to 12 more in 2025. The current average wage of a firefighting pilot is approximately \$200,000.

If the Douglas building moves forward in a timely fashion, the community will see an immediate increase on the Logistics Team of five to eight personnel in logistics. This does not include the increase in personnel for the repair stations and other ancillary business resources that will either be relocated to Florida or hired outright. We need these jobs for a county with a per capita income of \$39,748 and a poverty rate of 20.1%.

If or when the building should become vacant due to the economy, Bradford County, as the owner, would be able to seek another industry/tenant to occupy the building which would provide job creation. Bradford County would, with the assistance of the NFEDP, immediately market and recruit the building nationally and internationally. Bradford County will only allow improvements which will enhance the building's ability to be leased continually.

The 2023 Florida Legislature approved the addition of MROs (Aviation Maintenance, Repair, and Overhaul) and Flight Training to Florida's Qualified Target Industry (QTI) list. This is significant because the Florida Commerce and other state agencies will now give special consideration and additional financial support through grants and loans for these two categories of industry. Analysis of the state's investment in aviation projects has revealed the return on investment is significantly higher and has a huge impact on the local economy as well as the region and state's economy.

This request went before the regularly scheduled Bradford County Board of County Commissioners on August 17, 2023. We feel that the Douglas Building, once conveyed to Bradford County, will truly become one of our prime economic development assets.

Please give every consideration as to the overall public benefit to the county through job retention, job creation, increased sales tax, and ad valorem tax due to employees' ability to purchase within the community.

Sincerely,

Chairman Diane Andrews  
Bradford County Board of County Commissioners



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17, 2023

AGENDA ITEM NFEDC \$10,000 funding for Project Douglas

DEPARTMENT: Finance

PURPOSE: Request \$10,000 from pool of funds being held for transition of Bradford County Development Authority to the N.E. FL. Economic Development Corporation to enter into a two-month contract with Mike Grissom with Buchanan, Ingersoll and Rooney.

# Buchanan

Mike Grissom  
Michael.Grissom@bipc.com

215 S. Monroe Street, Suite 301  
Tallahassee, FL 32301  
T 561 310 4079  
F 850 681 6036

August 7, 2023

Bradford County Board of County Commissioners  
Attn: Scott Konegay, County Manager  
945 North Temple Ave  
Starke, FL 32091

Re: Consulting Agreement for Florida Government Relations  
(Non-Legal) Services

Dear Scott:

Buchanan Ingersoll & Rooney PC (“we” or the “Firm”) will provide the government relations services described in Appendix A attached to this letter agreement (“Agreement”). Appendix A identifies the client for our consulting services, describes our services and fee arrangement, and confirms other terms of our relationship such as communications, lobbying disclosure compliance and records retention.

I will be the government relations professional in the Firm principally responsible for this engagement. Other professionals and assistants will work with me as appropriate.

Please take the time to review Appendix A carefully and contact me if you have any questions before you acknowledge your understanding and agreement by signing a copy of Appendix A on the last page and returning it to me.

The Firm and I appreciate your confidence in us and look forward to working together.

Sincerely,  
BUCHANAN INGERSOLL & ROONEY PC



Mike Grissom

## **APPENDIX A**

### **1. SCOPE OF REPRESENTATION**

Our Florida government relations consulting services for this engagement will be provided to Bradford County, Florida (“you” or the “County”). Unless we otherwise agree in writing, we are not being engaged to provide government relations consulting services to individuals or entities that are affiliated with the County.

### **2. DESCRIPTION OF NON-LEGAL CONSULTING SERVICES**

We will provide government relations services in and before the Florida Legislative and Executive Branches, including executive agencies with respect to appropriations, grants, and promoting the County’s other business opportunities (the “Services”).

The Services furnished pursuant to this Agreement are consulting services only and are not legal services. The County understands that this Agreement does not establish an attorney-client relationship between the Firm and the County. Accordingly, the confidentiality protections and conflict of interest restrictions of the Lawyers’ Rules of Professional Conduct and the attorney-client privilege protections do not apply to the Services. If the County wishes to engage the Firm to provide legal services, it will be necessary to enter into a separate engagement agreement covering the terms of legal representation.

### **3. BILLING MATTERS**

(a) Fees, Term and Termination. The monthly retainer for our Services is \$5,000 per month, plus costs, beginning September 15, 2023 for a period of two (2) months (the “Initial Term”). During the Initial Term, either party may terminate this Agreement in the event of a material breach by the other if (i) such material breach is not remedied within 30 days from the date the alleged breaching party received written notice from the other, and (2) the notice of material breach contained a reasonable description of the material breach and the steps necessary to remedy such breach. In the event of termination, we will be entitled to payment for Services up to the effective date of termination. This Agreement may be terminated by either party after completion of the Initial Term upon 30 days written notice. Unless terminated, upon completion of the Initial Term, this Agreement shall continue on a month to month basis on the terms and conditions described in this Agreement.

(b) Costs. We will invoice for costs incurred during the course of the engagement (“Costs”). Please note that the State of Florida charges “lobbyist registration fees” which shall be billed to the County as a reimbursable expense. These may include computerized research service charges, delivery and messenger services, travel, special copying/printing projects, and telephone and fax charges. The County will be responsible to pay directly any invoice or series of invoices in excess of \$500, including professionals and service providers engaged by the Firm on your behalf with your approval.

(c) Statements and Payment. We will provide a monthly statement. Monthly statements will also include Costs incurred in connection with the Services. Our invoices are due and payable upon receipt. We reserve the right to decline to continue to provide services to clients who do not pay timely without making mutually acceptable arrangements for delayed payment.

#### **4. FLORIDA LOBBYING DISCLOSURE COMPLIANCE**

Florida law requires all lobbyists to register, identify their lobbying clients, identify the main business of their lobbying clients and make quarterly reports of the amount of compensation (including expenses) paid to or billed by the lobbyist's Firm for lobbying activities on behalf of each client for which they are lobbying. The County's execution of this Agreement confirms the County's consent to the Firm's disclosure of such information, as required by Florida law.

#### **5. CONFIDENTIAL INFORMATION**

The Firm will treat as confidential the County's proprietary, sensitive and confidential information which may be disclosed to the Firm in connection with this Agreement ("Confidential Information"). Except as necessary to perform the Services and comply with applicable law, including the Florida lobbying registration and reporting requirements described in the paragraph above, the Firm will not disclose the County's Confidential Information to third parties without the County's written consent. The term Confidential Information does not include information about the County which is publicly available (through no fault of the Firm or its personnel). The Firm's obligations with respect to the County's Confidential Information shall survive the termination or expiration of this Agreement.

#### **6. SERVICES TO OTHER CLIENTS**

We monitor compliance with our obligations under the Florida lobbying laws. The Firm has implemented procedures to avoid taking a position for one lobbying client that is directly adverse to a position currently being taken for another lobbying client, without the consent of the involved clients. This Agreement does not restrict the Firm from providing legal representation to clients in matters adverse (including litigation) to the County and/or individuals and entities affiliated with the County. The County agrees that it will not assert the Firm's concurrent representation of another client in legal matters as a basis either: (a) to contend that the Firm has breached its obligations to the County; or (b) to disqualify the Firm from representing the other client in legal matters. If unforeseen circumstances arise that causes either the Firm or the County to become concerned that our Services for the County could be adversely affected by services provided to another client, we will work with the County to resolve the situation.

**7. USE OF TECHNOLOGY**

We expect to perform our Services and communicate with the County using common technologies such as email, electronic document production and storage, and mobile devices. While we have installed firewalls, intrusion detection systems, and other protections, the County accepts the risks associated with these technologies including, but not limited to, the security risks of interception of, or unauthorized access to, such communications.

**8. TERMINATION OF REPRESENTATION**

The consulting relationship will terminate as provided in Section 3(a) regarding term and termination. Following termination of our engagement, we will not have any continuing obligation to advise the County about future developments relating to the Services or other matters.

**9. RETENTION OF RECORDS**

After our Services are concluded and payment has been made, at the County's request, we will deliver all documents and property provided to us and documents prepared for purposes of the engagement except for our internal memoranda and records, notes, drafts not intended for external distribution, and similar working materials. We may also elect to retain a copy of other portions of the file at our expense. We reserve the right to dispose of any documents or other materials after a reasonable time following the conclusion of our engagement without further notice to the County. If the County is in breach of its payment or other agreements with the Firm, we may withhold certain portions of the County's records.

**10. PUBLIC COMMUNICATIONS**

We sometimes identify clients on our website and in other published materials. The signature on this letter also acknowledges consent to including the County's name in these communications.

**11. GENERAL PROVISIONS**

(a) Written Modification and Governing Law. No modification of the terms of our engagement may be enforced against the Firm unless signed or agreed to in writing by the Firm. The relationship between the County and the Firm will be governed in all respects by the law of the State of Florida without regard to its conflicts of laws principles.

The terms of this Agreement including Appendix A are hereby agreed to and accepted by:

**BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS**

By the authorized undersigned:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17, 2023

AGENDA ITEM Consider approval of proposal from Scarlett Cybersecurity for a one-time IT Cybersecurity Assessment as Sole Source with GSA Contract.

DEPARTMENT: Information Technology

PURPOSE: Audit and assessment of Bradford County IT Cybersecurity

ASSOCIATED COST(S): \$20,427.64

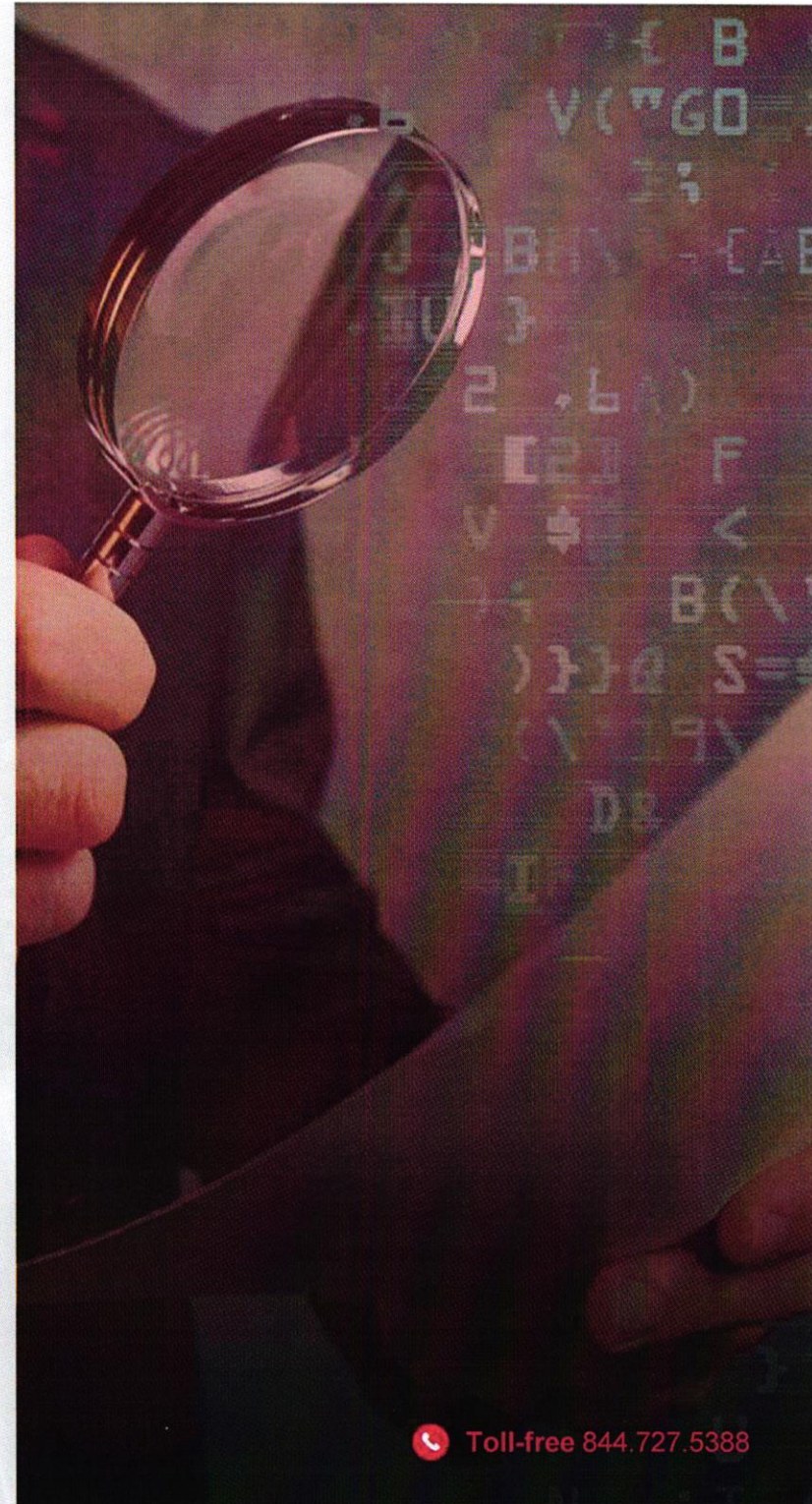
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## What is the NIST Cyber Security Framework (CSF)?

The NIST Cybersecurity Framework (CSF) is a set of *guidelines, standards, and best practices* designed **to help organizations manage and reduce their cybersecurity risk.**

Under Florida, HB 7055 (2022), county and local government agencies have new, more-stringent requirements defined by the “Local Government Cybersecurity Act.” Requirements include adopting cybersecurity standards in line with the NIST Cybersecurity Framework by 2024 or 2025, depending on their population.





# Local Government Cybersecurity Act Requirements

## Effective Date:

July 2022 - No More Ransom payments

>25K Population - Jan 1, 2024 for CSF Alignment

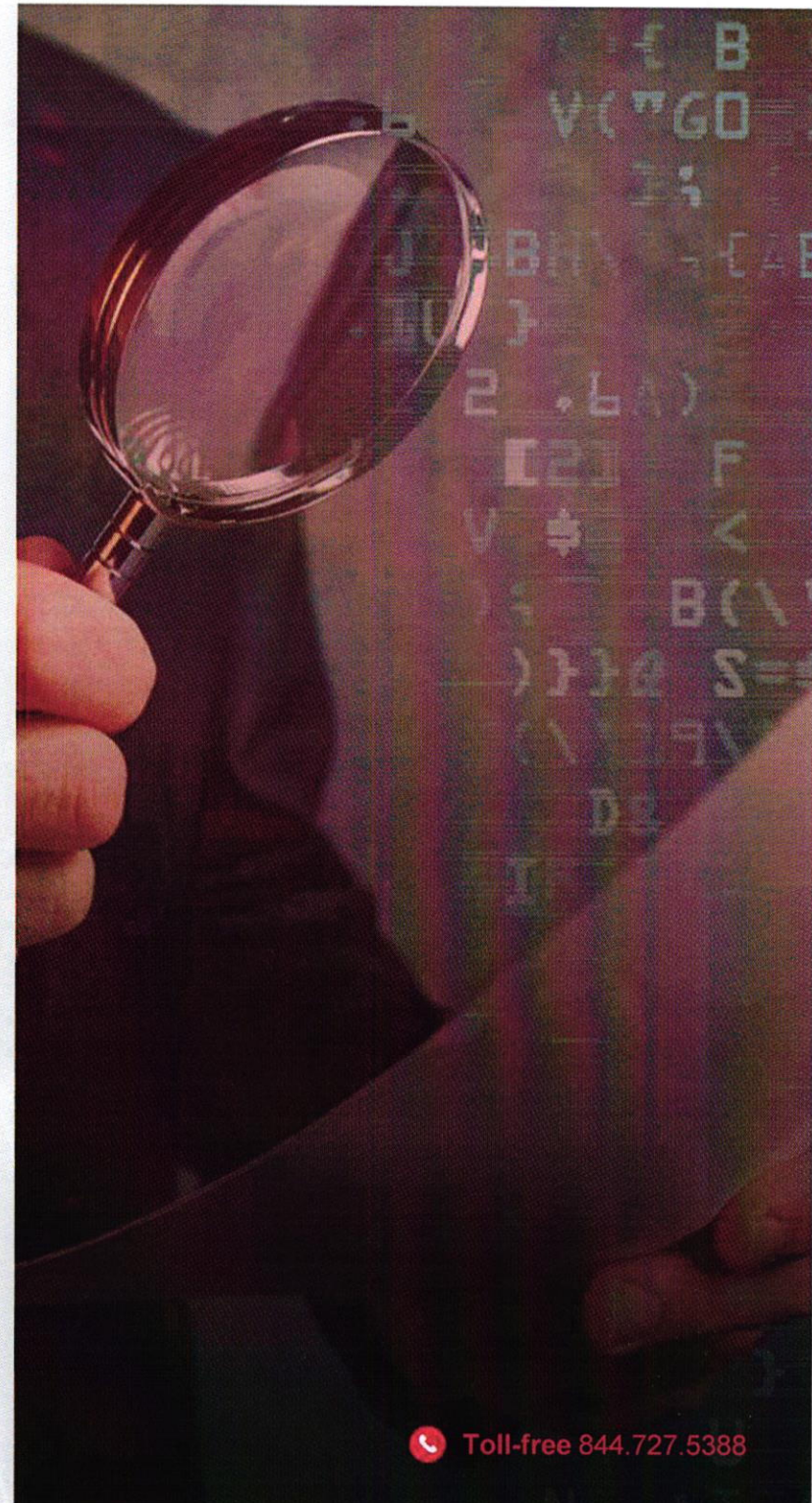
<25K Population - Jan 1, 2025 for CSF Alignment

## Executive Summary:

NIST CSF, Training, Incident Reporting, Data Security

## Requirements Summary:

- Align with NIST CSF
- Report Incidents in 48 Hours (12 for ransomware)
- Do not pay ransom - criminal charges





scarlett|cybersecurity

## Cybersecurity Assessment

Delivered: Aug 3, 2023

Expiration: Sept 2, 2023



The information contained in these documents is confidential, privileged and only for the use of the intended recipient and may not be used, published, or redistributed without the prior written consent of The Scarlett Group.

## Contents

<b>Executive Summary .....</b>	<b>3</b>
<b>Scarlett Experience and Qualification Overview .....</b>	<b>4</b>
<b>Company Details .....</b>	<b>4</b>
<b>Certifications .....</b>	<b>4</b>
<b>IT Assessment Process .....</b>	<b>5</b>
<b>Elements of the IT Assessment .....</b>	<b>5</b>
<b>Use of Technology .....</b>	<b>5</b>
<b>IT Maturity Model .....</b>	<b>5</b>
<b>Deliverables &amp; Auditor Tools .....</b>	<b>6</b>
<b>IT Assessment Score Card .....</b>	<b>6</b>
<b>Risk Register- .....</b>	<b>6</b>
<b>Executive Summary Heatmap .....</b>	<b>7</b>
<b>Biographies .....</b>	<b>8</b>

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## Executive Summary

The Cybersecurity threat landscape for all local governments is increasing exponentially. It has become even more volatile since the pandemic. Bradford County has determined that an IT Assessment from Certified IT Auditors at The Scarlett Group would be a best practice for understanding the County's vulnerabilities.

The IT Assessment's primary areas of focus include Disaster Recovery and Business Continuity, Cybersecurity, and Asset Management. Each primary area encompasses sub-components. Observations, conclusions, findings, and recommendations will be provided in detail. Elements of ISO 27001/2/202, COBIT 5, NIST 800, SSAE18, CGEIT as well as additional industry standards are incorporated in the Assessment as well.

We foresee the County's Assessment completed in 8-12 weeks from purchase order to delivery. The technical discovery is conducted over several weeks, tracking and identifying performance trends. All IT Policies and Procedures will be reviewed. Personal interviews are conducted with key stakeholders, department heads, and other designates.

Once complete, results are generally delivered by the Audit Team to a pre-determined team of County participants. The deliverables will include technical details, nontechnical summaries, and graphical representations. Results will be used to determine the magnitude of, and timelines required, for any necessary remediation.

Our mission is to provide an enterprise quality Assessment that will serve as the foundation for a path forward to improve the overall Cybersecurity posture of Bradford County.

Thank you,

**Chip Dobson**

scarlett|group  
Government Consultant

**Jay Fowler**

scarlett|group  
Executive Vice-President, CISA, CRISC

## Scarlett Experience and Qualification Overview

The Scarlett Group helps clients improve organizational and individual performance by leveraging well-managed Information Systems Infrastructure, backed up by expert IT support and advice.

### Company Details

17 years in operation, 40 employees, certifications in all major areas of network support technology.

- IT Maturity Model Driven CIO Services
- IT and Cybersecurity Assessments
- IT Operations and Management Services
- Nationwide Technical Resources

### Certifications

- The Scarlett Group has successfully completed Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA)'s Statement on Standards for Attestation Engagements (**SSAE) 16 accreditation**.
- Our **Certified Information Systems Auditors (CISA)** have extensive work experience in information systems auditing, control, or security.
- **Certified in Risk and Information Systems Control (CRISC)**. CRISC is for IT and business professionals who are engaged at an operational level to mitigate risk.
- **Certified in the Governance of Enterprise IT (CGEIT)**. CGEIT is for professionals who manage, provide advisory and/or assurance services related to, and/or otherwise support the governance of an enterprise's IT. CGEIT-certified professionals deliver on the focus areas of IT governance and approach it holistically, enhancing value to enterprises.
- **The GCFA (GIAC Certified Forensic Analyst) Certification** is for incident response professionals working in the information security, computer forensics, and information technology fields.



## IT Assessment Process

**Kickoff** – Upon contract authorization, Bradford County will be assigned a Scarlett Project Manager. The Project Manager will schedule an internal kickoff meeting and then a kickoff meeting for Bradford County with the Scarlett Team. The purpose of this meeting is to build out the project timeline and identify the project team. Our custom templates and other tools make this an efficient and streamlined process. The Scarlett Project Manager will work with the County’s team to track and maintain all records, timelines, and deliverables.

The engagement generally takes 5-9 weeks. We are considerate of your time and are flexible to scheduling adjustments. Experience has taught us that our primary sponsor should be at the highest level of an organization to ensure buy-in and swift completion.

## Elements of the IT Assessment

**Technical Discovery** – Working with your internal IT team, we deploy noninvasive monitoring tools into your network to gather data from the LAN and WAN. The purpose is to identify resources, assets, capacity, and performance. The tools are embedded for several weeks to track and identify performance trends and other relevant infrastructure information. At no time do we access your data, ensuring integrity and security.

**Policy and Procedure Discovery** – We will request all current pertinent IT policies and procedures and other documentation for review by our certified auditors. It is very common for this documentation to be outdated or incomplete. There should be no apprehension to deliver this information, understanding that our goal is to identify a baseline for future diagnostics which will allow to us to fill any gaps in governance, policy, or procedure going forward.

**Stakeholder Interviews** – We conduct interviews and focused dialog with executives and stakeholders. Our approach is flexible and considers your organization’s culture, IT environment, systems and business operations and priorities.

### Executive topics include:

- The state of the business
- Key initiatives
- Business strategy alignment
- Strategic use of technology
- Desired goals and results

### Other Stakeholder topics include:

- What’s working, what’s not
- Workflow
- Ideas and concerns
- Resource management
- Business alignment

# Deliverables & Auditor Tools

## Assessment Score Card

– The Score Card is a proprietary tool developed by our IT Audit Team. It is a comprehensive weighted instrument utilized for recording evaluations and findings. Bradford County will receive the entire completed Score Card. Below is a snapshot of the report:

Focus Area	Component	Process	Verified	Notes	Probability	Impact	Score	Risk Factor	
<b>IT Assessment Score Card - EXAMPLE</b>								Product of the probability of exploitation and magnitude of the impact if a threat exploits a vulnerability	
Overall Score								24/5	100%
	<b>Active Directory</b>						4/5	100%	
	<i>Review and Status of current AD/GPO structure</i>	Implemented – a Windows active directory structure (domain) is in place Business Relevant – aligned with business processes, workflows, and enterprise security policies AD monitoring / auditing / alerting tools in place Routine reporting and compliance review processes are in place Name resolution and deduplication (no duplicate records exist) on the network (DNS) and A records are in alignment with DHCP Number of active users and computers in the directory are within 85% of each other Empty containers or containers with no objects associated are removed Less than 10% of active user accounts use general names or are service accounts Less than 5% of active user accounts have non-expiring passwords No active user or computer accounts that have not logged onto the domain in over 6 months Policies are in place to govern the addition, deletion, or modification of account, especially privileged user accounts Change control procedures are in place and followed for the proper removal or disabling of users and devices from the network	<input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE						
	<b>Remote Access</b>						1/3	100%	
	<i>Access to Server / Network from Outside the Company</i>	A remote access policy is in place If remote access is allowed, a secure VPN via firewall or gateway, enterprise grade equipment is in place Security appliance firm are / subscriptions up to date No split tunneling allowed AV enforcement tools in place for remotely connected users/computers Internal vulnerability testing routinely performed External vulnerability testing routinely performed External penetration testing routinely performed No unauthorized access ports are open Vulnerabilities are mitigated and retested for verification 3 <sup>rd</sup> party or unauthorized remote access applications were not detected Monitoring tools are in place to detect instances of non-compliant software	<input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE <input type="checkbox"/> FALSE						

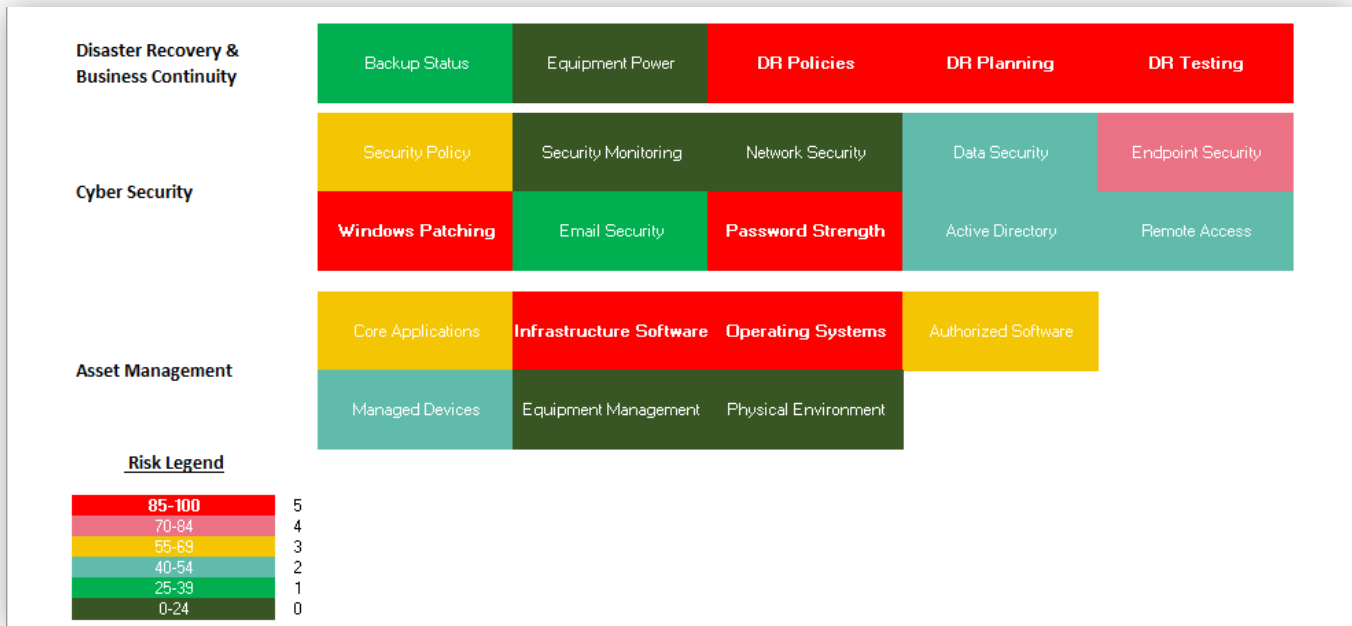
## Risk Register

- The Risk Register is a compilation of the Score Card utilized for remediation. It is the primary instrument for developing a detailed mitigation roadmap including prioritization, assigning responsibility, and tracking outcomes. This information is included in the deliverable to Bradford County.

Focus Area	Component	Finding	Probability	Impact	Risk Score	Risk Treatment	Priority	Mitigation / Action	Owner	Complete By
<b>IT Assessment Findings for YOUR COMPANY - October 2020</b>										
IT Assessment Section	IT Assessment Category	Product of the probability of exploitation and magnitude of the impact if a threat exploits a vulnerability								
		Accept, Avoid, Mitigate, Transfer. Must should could. Implement controls or technologies, create policy, plans, & procedures, improve reporting, monitoring, & metrics. Person responsible for completion. Expected completion date.								
	Security Monitoring	Security and event log monitoring tools are not in place	5	5	25					
	Security Monitoring	An Incident Response Plan is not in place	4	4	16					
	Security Monitoring	Critical and Emergency events are not integrated with an automated alerting and remediation tracking system	4	4	16					
	Security Monitoring	Less than 95% of all (capable) Core Infrastructure devices (Firewall-Switches-Appliances) are configured for SNMP and SYSLOG data collection and retention	4	4	16					
	Security Monitoring	Less than 95% of all Windows (Event Logging) are configured for at least role specific event logging and retention	4	4	16					
	Security Monitoring	Early detection (and warning) of attack, intrusion, anomalies, or poor device health is not highly probable	4	4	16					
	Security Monitoring	Log files are not simultaneously written and stored on read only media (WORM drive) with limited user access to a sperate secure environment	3	4	12					
	Security Monitoring	Alerting tools or systems are not in place (SYSLOG - SEIM/SOC)	2	3	6					
	Security Monitoring	Mission critical devices not capable of event log monitoring or capture have not been identified	2	3	6					
	Security Monitoring	Log Server(s) / Data Collectors are not in place (each location as needed)	2	1	2					
	Security Monitoring	Historical and Analytical reports are not periodically reviewed	1	1	1					
	Security Monitoring	Event log and SYSLOG archival process is not in place	1	1	1					
	Security Monitoring	Log data is not archived for at least six months	1	1	1					
	Network Security	High level network diagram is not in place, up to date, and/or show all ingress points on the overall network	4	4	16					
	Network Security	Corporate networks are not isolated by a firewall from community or guest networks	3	4	12					
	Network Security	FW- Commercial or Enterprise grade equipment is not in place with firmware/subscriptions up to date	3	4	12					
	Network Security	A network-based signature or anomaly-based intrusion detection system is not in place and	3	4	12					

## Executive Summary Heatmap

– This heatmap provides a graphical weighted representation of the current state of IT segmented by Focus Area with associated sub-components. Executives find this resource valuable to simplify remediation priorities. Example below:





## Biographies

### Jay Fowler

Senior Vice President



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As the Senior Vice President of The Scarlett Group, Jay is comfortable in environments from the server room to the board room. He has extensive technical and operational knowledge in many enterprises including Healthcare, Legal, Architecture/Engineering/Construction, Financial, and many others. With his vast experience in risk and controls, Jay provides recommendations and practical solutions to executive and board stakeholders for complex IT implementations, business process improvement initiatives, systems conversions, and operational cost reductions.

Jay has supervised and delivered projects involving governance, risk management, systems and processes, as well as regulatory compliance, enterprise risk, internal audit, IT audit, business process controls, privacy, IT threat and risk assessments and third-party control reports (SSAE/18).

Certified as an Information Systems Auditor, he brings a unique perspective, helping companies get the highest value from technology. Jay manages a team of industry subject matter experts in Cybersecurity, Cloud Transformation, Disaster Recovery and IT Support.

A graduate of Florida State College, in Computer Science, he currently holds the CISA (*Certified Information Systems Auditor*) and CRISC (*Certified in Risk and Information Systems Controls*) credentials.

## Bruce L. Rosseland

Consultant & Lead IT Auditor



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As one of the founding team members of The Scarlett Group, Bruce currently serves as Senior Consultant and Lead IT Auditor. He has worked closely with executive leadership over the years to develop and refine a dynamic arsenal of information gathering and analytic techniques to produce comprehensive IT audits and security assessments in direct support of the overarching governance, risk, and compliance vision of the company.

Certified as an Information Systems Auditor, he brings a unique perspective with his diverse skillset and knowledge of computer operations, networking infrastructure, operating systems, hosted and cloud-based solutions, business continuity, information security tools, technology-oriented risk issues, and key processes. Bruce has a broad knowledge of audit and assessment activities and an exceptional ability to gather information, perform fieldwork, conduct interviews, and develop reports to support findings and recommendations that are beneficial to each client.

Bruce is a distinguished veteran of the USAF and has a significant background in the aerospace, defense, and manufacturing industries to compliment his in-depth knowledge of information & technology, systems, standards, and frameworks. He currently holds the CISA (*Certified Information Systems Auditor*), and CRISC (*Certified in Risk and Information Systems Controls*) credentials.



# Quote

Quote Number: 4842

GSA CONTRACT: 47QTCA20D000A

This SSO is an Addendum to the MSA  
Expiration Date: 09/03/2023

### Quote Prepared For

**Scott Kornegay**  
**Bradford County BOCC**  
945 N Temple Ave  
Starke, FL 32091  
United States  
Phone:(904)966-6327  
Scott\_Kornegay@bradfordcountyfl.gov

### Quote Prepared By

**Andrew Howell**  
**The Scarlett Group**  
1532 Kingsley Avenue  
Suite 110  
Orange Park, FL 32073  
United States  
Phone:  
Fax:904-688-3211  
[ahowell@tsgcompany.com](mailto:ahowell@tsgcompany.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	8	GSA- Project Manager SIN 54151S - Project Manager	\$129.77	\$129.77	\$1,038.16
2)	48	GSA - Lead Auditor SIN 54151S - Lead Auditor	\$167.54	\$167.54	\$8,041.92
3)	48	GSA - Auditor SIN 54151S - Auditor	\$143.60	\$143.60	\$6,892.80
4)	12	GSA- Business Analyst SIN 54151S - Business Analyst	\$155.83	\$155.83	\$1,869.96
5)	12	GSA - Network Engineer SIN 54151S - Network Engineer	\$143.60	\$143.60	\$1,723.20
6)	12	GSA - Security Analyst SIN 54151HACS - Security Analyst	\$71.80	\$71.80	\$861.60
<b>One-Time Total</b>					<b>\$20,427.64</b>
<b>Subtotal</b>					<b>\$20,427.64</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$20,427.64</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

This Sales and Service Order does not contain any applicable local, state or federal taxes. All applicable taxes will be assessed at the time the invoice is created. In order to not be assessed taxes a current, valid tax exemption form must be presented prior to invoice creation. Any and all shipping charges incurred shall be reimbursed FOB. Customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. All rights reserved. *Payment for first month of service and one-time charges are due within 7 (seven) days of signature.* Please initial here if you have chosen to decline this quote and return by fax or email. X\_\_\_\_\_

AGENDA ITEM INFORMATION SHEET

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DATE: August 17<sup>th</sup>, 2023

AGENDA ITEM: Consent Agenda

DEPARTMENT: Sheriff's Office

PURPOSE: Signature by BOCC Chair for Small Project Completion & Certification Form regarding Hurricane Ian (DR-4673).

ASSOCIATED COST(S): None

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

**SMALL PROJECT COMPLETION & CERTIFICATION FORM**

The purpose of this form is to certify small project completion. All Subrecipients that have open small projects for disasters declared after September 29, 2022, are required to use this form.

**DEFINITIONS:**

**Authorized Representative:** The person or persons designated by the Subrecipient’s Authorized Agent as the point of contact for transactions involving PA projects and funding as indicated on the Subrecipient’s Request for Public Assistance.

**Small Project:** A project for which the eligible (Federal and non-Federal) amount is less than the annually adjusted cost threshold for small project grants.

**Small Project Netting:** Subrecipient may request additional funding if the total actual cost of all its Small Projects combined exceeds the total amount obligated for all the Small Projects. FEMA refers to this as Net Small Project Overrun (NSPO) appeal. Subrecipient must request the appeal within 60 days of work completion of its last Small Project. Subrecipient must provide complete documentation supporting all project’s actual costs with the appeal request.

**INSTRUCTIONS:**

Please review & complete the bottom portion of this form and have the Authorized Representative sign and date. Upload signed form to FloridaPA.org in the Small Project Completion/Closeout Workflow. Once you have executed and returned this form for all Small Projects the request for small project closeout will be sent to FEMA. Applicant can submit for small project netting within 60 days of the latest small project work completion date.

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**Disaster Number:** 4673 **Subrecipient:** Bradford County

REF #	PW #	PW CAT	SOW Complete	Work Complete Date	POP End Date	Time Extension End Date /NA	Eligible Obligated Amount	EHP REC Met (Y,N,N/A)	O&M Insurance Met (Y,N,N/A)
690209	299	B	10/4/2022	10/4/2022	3/29/23	N/A	\$13,332.73	N/A	N/A

By signing below, I, Diane Andrews, certify that:

- Scope of Work (SOW) for all small projects for this disaster are 100% complete.
- All eligible small projects are listed and were completed in the Period of Performance (POP).
- A Time Extension (TEX) was submitted and approved for projects completed outside the POP.
- All applicable Environmental and Historic Preservation (EHP) requirements were met
- All applicable Obtain and Maintain (O&M) Insurance requirements were met.

I understand it is my responsibility to maintain records for a period of 5 years past the Account Closeout of this Disaster. **Florida Statute: Sections 119.021(2) and 257.36 and the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies, dated November 1, 2006.**

• I wish to request Net Small Project Overrun (NSPO appeal): YES  NO

*\*If yes, please provide cost analysis for all small projects, the eligible amount vs the actual cost.*

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Date Signed)

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17, 2023

AGENDA ITEM Extension of Agreement for IT services with Avenu Enterprise Solutions for Florida CASA Special Assessment Software for October 1, 2023, through September 30, 2024. Sole Source.

DEPARTMENT: County Manager's Office

PURPOSE: This agreement will extend the current three-year contract for an additional year with an automatic renewal option for the following two years.

ASSOCIATED COST(S): 2023-2024 – \$8168.04  
2024-2025 – \$8576.40  
2025-2026 – \$9005.28

BUDGET LINE (G/L #): 113-65-534-49375-00

VD# 6353

**Agreement for Information Technology  
Products and Services  
Amendment No. 1**

**Avenu Enterprise Solutions, LLC  
Bradford County Commissioners Office**

This first amendment ("Amendment No. 1") is made by and between **Avenu Enterprise Solutions, LLC**, 5860 Trinity Parkway, Suite 120, Centreville, VA 20120 ("Avenu") and the **Bradford County Commissioners Office**, 945 North Temple Avenue, Starke, FL 32091 ("Client").

**RECITALS**

**WHEREAS**, Client and Avenu executed the Agreement for Information Technology Products and Services ("Agreement") for support Services in connection with the Florida CASA Special Assessment Software, effective October 1, 2020 through September 30, 2023; and

**WHEREAS**, the Parties seek to extend the Term for an additional one (1) year period, with two (2) subsequent one (1) year automatic renewals.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained herein, Avenu and Client (each individually a "Party" and collectively, the "Parties") agree as follows:

1. This Amendment No. 1 is effective on October 1, 2023 ("Amendment Effective Date").
2. Section 2 of the Agreement (Term) is deleted and replaced with the following:

This Agreement is effective on **October 1, 2023** ("Effective Date") and shall continue for a period of one (1) year through **September 30, 2024**, unless otherwise extended or terminated by the Parties in accordance with the provisions of this Agreement ("Term"). Upon expiration of the original Term, this Agreement shall be renewed automatically for two (2) succeeding terms of a period of one (1) year each ("Automatic Renewal Term(s)"), with a pricing increase of 5% on a year over year basis. If Avenu or the Client elects not to exercise the Automatic Renewal Term(s), the other Party must be notified in writing at least ninety (90) days prior to the term renewal anniversary date.

3. Schedule A (Statement of Work), Section C (Payment and Rates), paragraph number 1, is deleted and replaced with the following:
  1. Avenu will invoice Client on a monthly basis, and Client agrees to pay to Avenu, the following fees for support Services (the "Support Fees"):

**Initial Term: October 1, 2023 - September 30, 2024**

Service	Monthly Amount
Florida CASA Special Assessment Support	\$680.67



**First Automatic Renewal Term: October 1, 2024 - September 30, 2025**

<b>Service</b>	<b>Monthly Amount</b>
Florida CASA Special Assessment Support	\$714.70

**Second Automatic Renewal Term: October 1, 2025 - September 30, 2026**

<b>Service</b>	<b>Monthly Amount</b>
Florida CASA Special Assessment Support	\$750.44

If time & materials billing is required, Avenu will bill Client at Avenu's then current hourly rate. Avenu's current hourly rate is one hundred seventy-five dollars (\$175.00) per hour; however, Avenu may increase this amount at its sole discretion. For each year of the Term, Avenu will not perform time & materials work in excess of the "Estimated Contingency for Time & Materials Billing" set forth above without a written amendment to this Agreement.

4. All other terms and conditions of the Agreement, except as modified by this Amendment No. 1, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the undersigned authorized representatives of Avenu and Client have executed this Amendment No. 1.

**Avenu Enterprise Solutions, LLC**

**Bradford County Commissioners Office**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17, 2023

AGENDA ITEM MuniCreative/The Net Group Online Presentation – Nathan Thornton

DEPARTMENT: County Manager’s Office

PURPOSE: Proposal for website design and maintenance.

ASSOCIATED COST(S): \$4,250 One-Time Fee for Website Design, Programming and Launch, \$2,500 Annual Fee for Website Hosting and Maintenance Services





***Website Design & Management  
Proposal for Bradford County, FL***





MuniCreative

The **NET**Group

**MuniCreative will professionally design, build,  
and support one of the most important aspects  
of your organization... Your Website!**

We will be available every day to support your needs, from the free consultation to the 10th anniversary of your launch.

Thank you for considering MuniCreative for your website development and administrative needs. The following is an overview of our capabilities, processes and philosophy. This information will help illustrate why MuniCreative has become a preferred provider for local governments, public safety agencies, civic organizations and small businesses across America.

Since 2009, we have been producing visually stimulating websites combined with award-winning customer service. We have hand crafted nearly 1,000 websites, many of them for local civic centers and small governments; which led us to develop a branch of our company dedicated to the development and support of websites made specifically for Municipal website needs.



In addition to providing products and preferred services geared toward this purpose, we construct websites in a manner that allows for consistent updates of the platform. This helps to ensure our clients' websites are never out of date or become vulnerable to cyber-attacks. Additionally, we follow best practices in modern web development as a Google Certified Partner. Our remote branches of team members are as diverse as the clients we serve. Fielding offices in Kentucky, North Carolina, Florida, Illinois and Michigan we have refined our processes to engage and service our large client base. We are available to support our clients via phone, email, and text messaging to ensure the best possible website service.

### **On Purpose Design**

MuniCreative's approach to website development differs from other website builders by the way we specialize in industry-specific, *On Purpose Design*. We have discovered this is the best method to truly produce the results our clients need. "Cookie-cutter" website builds or "one size fits all" web pricing is not cost-efficient nor productive for the diverse cities, counties, and municipal websites we collaborate with. MuniCreative understands that every website build is as unique as the people it serves. Our *On Purpose Design* mindset means that we plan, discuss and execute our builds with a specific goal in mind.

**The following examples display some of our "On Purpose Design" approach.**



**Nathan E. Thornton, President**

**Phone: (904) 263-8356**

**[Nathan@MuniCreative.com](mailto:Nathan@MuniCreative.com)**

**[www.MuniCreative.com](http://www.MuniCreative.com)**

**August 9, 2023**

**To: Bradford County Board of County Commissioners**

**Diane Andrews, Chair**

945 North Temple Avenue

Starke, Florida 32091

**Phone:** (904) 966-6320

We want you to be able to show the best you have to offer, share your stories, and make meaningful connections with your community. We have provided you pricing that will help you do this. It includes everything you would expect in a state of the art content management system like responsive (mobile friendly) design, interactive calendars, slideshows, and more. But, the most important part of our services is **the ongoing website management** we provide. We become your webmasters. Our staff is dedicated to making your county websites an effective communication, public relations, and marketing tool. Our services include:

- Ongoing content updates to keep your sites current and informative
- Easy access to us by your authorized staff for content submission
- Monthly reminders to your authorized staff to get those latest updates
- Proofing and editing of all editable content
- Ongoing graphic updates for website appearance and optimization, including stock photos
- Monthly site reviews to make sure everything looks great and works perfectly
- Timely updates— almost always the same day, usually within hours
- ADA accessibility and 508 compliance to ensure that all visitors can enjoy the site
- Monthly tips to authorized staff to give them ideas for better content submission

Please review the following contract, and feel free to give us a call if you have any questions at 904.263.8356.

Sincerely,

**Nathan Evan Thornton, President  
MuniCreative, Inc.**

**Florida Clerk of Courts Website Services**

(904) 263-8356

[nathan@municreative.com](mailto:nathan@municreative.com) | [www.MuniCreative.com](http://www.MuniCreative.com)



# Previous Experience & References

## Gilchrist County Board of County Commissioners

Bobby Crosby, County Administrator | BCrosby@Gilchrist.FI.Us

**Phone:** (352) 463-3198

**Project Description:** Nathan Thornton and MuniCreative, Inc. have been serving Gilchrist County for many years starting with a website for the Board of County Commissioners. We have now developed websites for many other County Departments; Veterans Services, Building Department, Emergency Management, Fire & Emergency Medical Services, and Hart Springs.

## Gilchrist County Tourism & Economic Development

**Donna Creamer**

DCreamer@Gilchrist.FI.Us

**Phone:** (352) 463-3198

**Project Description:** Prior to serving the Gilchrist County Board of County Commissioners, Nathan worked with Donna Creamer on developing new Economic Development and Tourism Development websites. Donna currently manages those websites internally and we assist with graphic design and technical assistance.

In addition to providing website development and technical assistance, we also assist her with Printing Services and Graphic Design for marketing Gilchrist County as the Springs Capital of the World. Nathan Thornton designed the new Gilchrist County Springs Capital of the World logo and it is currently being used in Magazines, Billboards, Web Advertising, and Print.





# A Letter From Barry Baker - Dated August 3, 2021

## Suwannee County - Clerk of the Circuit Court & Comptroller

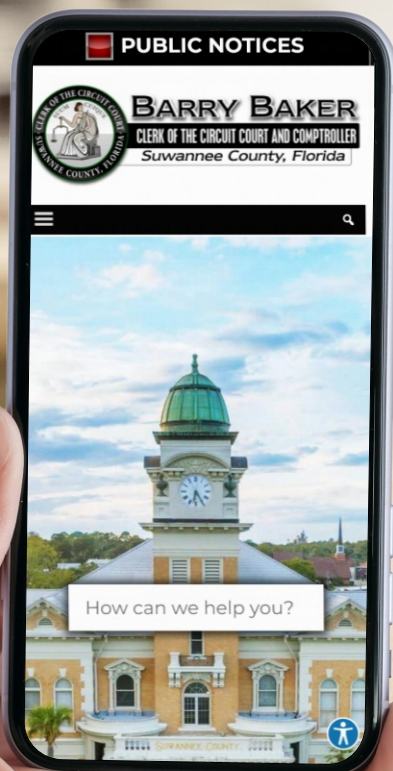
Please accept this letter as a glowing recommendation for Nathan Thornton and The NET Group/MuniCreative, Inc. out of Starke, Florida

I first met Nathan in 2019 as my office was looking to revamp or replace our website after a recent surge in ADA-related lawsuits throughout the State. By the time I met him, Nathan and his company had already created and were hosting several websites for not only our Judicial Circuit but some of the surrounding ones as well. We found Nathan to be very friendly, eager to please, and having the desire and know-how to update our website to a much more modern and accessible look.

Since that time, it has become clear that Nathan is looking out for our county while still providing a very cost-effective service for our office, going above and beyond on many occasions. His response time to email or phone calls is almost always measured in minutes, not hours or days, and he is happy to work with us while providing suggestions based upon his own expertise.

Our new website went live in the middle of 2021. We have been very happy with the new website, and the few changes necessary because of staff and patron input have been enacted quickly. Nathan continues to make recommendations to further improve our website, and we continue to be happy with his company's work.

I would heartily recommend Nathan Thornton and Net Group/MuniCreative for website design and management. If you have questions, please feel free to contact me.





# Suwannee County, Florida

**Shannon Roberts, Content Management/Administrator**

ShannonR@SuwCountyFl.gov

**Phone:** (386) 590-0732

**Project Description:** In September of 2019, Florida became a hotbed for Website ADA Compliance lawsuits. Nathan was already working with many local government agencies under The NET Group so we had to figure out a plan to provide ADA compliant websites to our customers. In 2020 we reached out to Suwannee County who was already looking at making website enhancements.

We provided a solution to provide them with new websites that are ADA compliant. We developed 3 new websites for them over the last 2 years for the Sheriff, Clerk of the Circuit Court & Comptroller, and Board of County Commissioners. We also provide an ADA Compliance Audit annual to the Supervisor of Elections to ensure her website is in compliance. She uses a third party website vendor that interfaces with her election software but wanted to ensure that her website was ADA compliant. So we assisted her and her vendor to ensure she was in compliance.





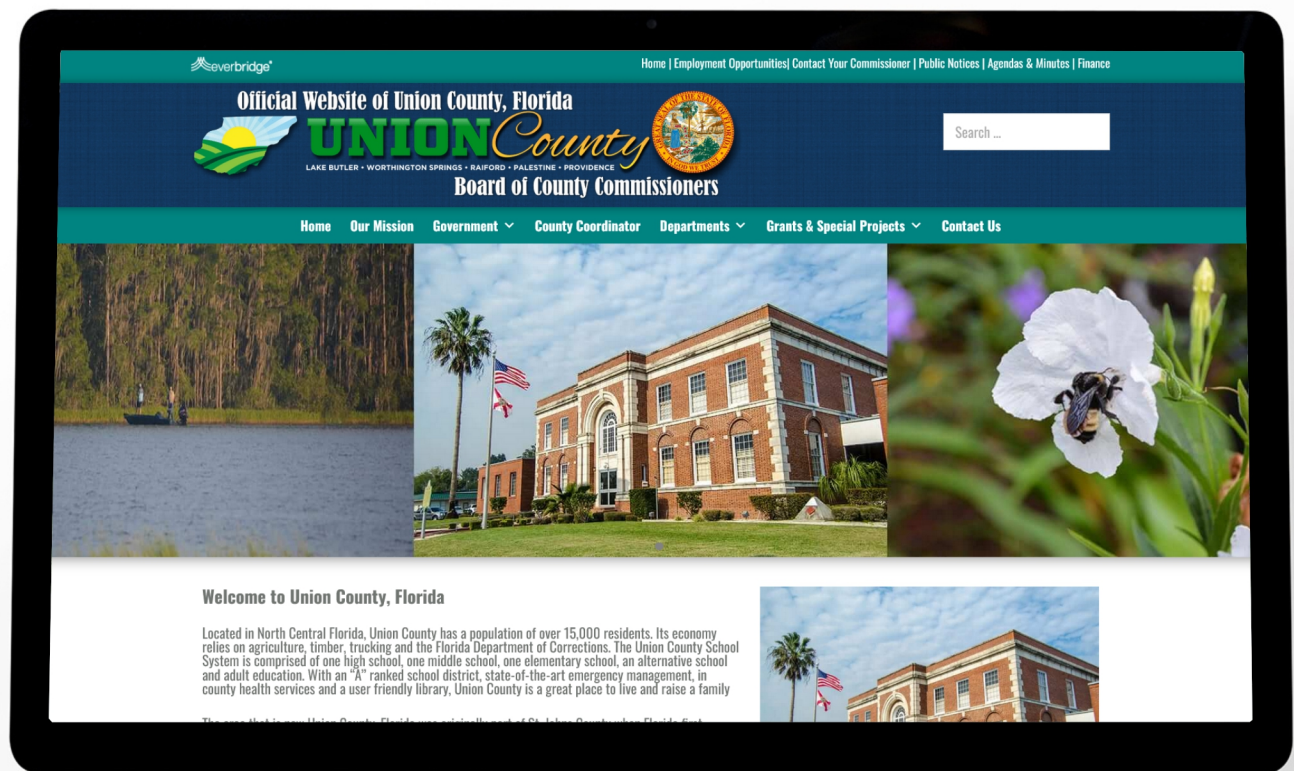
# Union County, Florida



**James Williams, County Coordinator**  
**CountyCoord@UnionCounty-FL.gov**  
**Phone: (386) 496-4241**

**Project Description:** Nathan has served the Union County Board of County Commissioners under The NET Group since 2015 and continued to serve them when MuniCreative was formed. We developed the Board of County Commissioners website as well as a website for Union County Economic Development. Nathan also served on the Rural Counties Day Planning Committee for 2021, 2022, and 2023. Nathan also assisted the new County Coordinator with development of a new county logo and mission statement

In addition to the Board of County Commissioners, we also serve the Clerk of the Circuit Court and Sheriff in managing their websites.



## **We Use an Extended WordPress System, Enhanced to be Easier**

We use WordPress as a base, and then we build upon that with various improvements. Some improvements make the website faster to build and edit, and some are additional functionalities that WordPress alone simply does not have. Some enhancements make the website have that "wow factor" when your visitor lands on the page. And some improvements make the website more secure. But all of the improvements make for a much

more modern and advanced website for your organization.



## **One-on-one Support to Help You!**

Most people do not realize how important finding a stellar support team is when you are choosing a web development company. Most companies only give you a nice-looking website and then either disappear or become exceedingly difficult to reach after the launch.

We are greatly appreciated by all our clients for our accessibility and help in editing their websites. We are who they turn to for advice on how to improve, better inform, or stand out on their website, not just meet a need.

## **Web Hosting**

As a hosting provider, we make sure your website is up and running, loads fast, and is safe for your visitors. We also have monitoring systems in place to let us know if there is ever a network problem, so we can fix it immediately.



## **Daily Backups**

We perform daily backups both on-site and off-site. This helps ensure that your info is safe. A complete copy of your website is always a click away from being restored to a previous date should you ever need it.

## **Award Winning Support**

Having a great website is only the first step, what happens after launch? Whether you are brand-new to editing or a seasoned professional, we are here to support you by Phone, Email, Chat, Online Video Tutorials, and even Screen Share! We are pleased to say that we have been awarded for our customer service for 8 consecutive years!

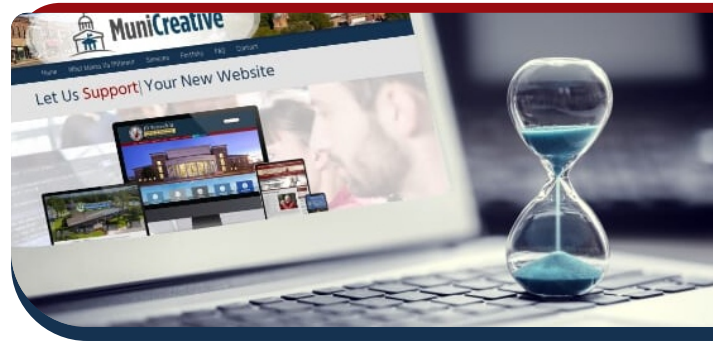




## What Makes Us Different

### Turnaround Time:

County information and communication with its citizens is extremely important in today's culture. Securing a website that can handle this relationship is a must. We use our polished techniques and systems to produce an awesome website in a fraction of the time that other developers offer. Our team knows what it takes to stay on task and on time!



### We Do The Updates For You:

#### UPDATES:

- ✓ - Software
- ✓ - Security
- ✓ - Content

We not only keep your website up to date with the latest security releases, but we also maintain all the plug-ins and WordPress core. This ensures that you are running the latest, most secure versions to thwart any attackers attempting to take advantage of outdated software. We are also available to update the content on your website for you whenever you need it.

### Available When You Need Us:

When you are open, we are open! If you are working on a project and need some assistance, we are happy to assist you by phone, text, online chat, or even screen share if necessary. Our knowledgeable staff will be ready and available to add a photo to your gallery, post a blog article you have written, or post an urgent message about an upcoming event or emergency notification on the homepage



### Expert Advice:

We pride ourselves on our ability to answer the tough questions. We are available to solve or offer alternative solutions for problems that may come up. We are known for going the extra mile and giving additional advice to improve the outcome of your request.

### Strong and Dependable Relationships:

All of our client relationships are very important to us. Each team member is dedicated to supporting strong business relationships with our clients. We will assist you with your preparations for an upcoming event, or update





## Browser Certified Safe

All our hosted websites come with an SSL Certificate so that your website is encrypted and secure. Forms, browsing sessions, and data are all encrypted to ensure what your visitors' view cannot be intercepted by third parties.

## Site-wide Search

Our websites come with a powerful search and filter feature. This allows a visitor to search by keyword or phrase to find any content on your website (including inside PDFs.) You can even narrow down a search inside a blog article or Agenda (Add-on feature.)



## Back-end Security

Our websites come with a powerful security system that scans the entire website for malware and/or alterations to core operating files to ensure protection from hackers. From a strengthened login system to the ongoing scanning of activity, our security system will block the IP address of anyone attempting to get in.

## Blog

Blog about everything that is happening in your county! Let your citizens know what is going on with the latest updates and events as they happen. Use this tool to boost your social media presence by sharing a blog on all your social media sites. This feature will allow you to have the latest three or four blog posts feeding on your homepage automatically.



## ADA Compliant

Your website will be ADA compliant. Your visitors will be able to set the contrast of your website, adjust the font size of the content, adjust the spacing, stop animations, change the fonts to become legible fonts with a click, enlarge the cursor, and so much more.

## Mobile Friendly Design

All our websites are fully mobile-friendly and optimized to resemble the desktop design using only the vertical format for a more fluid flow of content. This is particularly important as more than 50% of visitors will be using a mobile device.



## Free Upgrades

We are always improving our websites' performance and adding new features. This allows for all of our hosted clients to continue to benefit, at no additional charge, ensuring that you will always get the latest feature upgrades as we release them.





## Free Security Updates

Free security updates are automatically completed on an ongoing basis for our hosted websites. These security updates are important as technology changes and new threats become active. We make sure your website is up to date on the latest security fixes as they are released.

## Facebook, and other SM integration

Integrate your website with your social media pages (Facebook, Instagram, Twitter, YouTube, etc.). We include links to and feeds from whichever social media platforms you utilized to bring the current events to your visitors.



## Interactive forms

We have fully functional contact forms and survey systems for you to create, modify, and capture information from visitors who wish to reach out to you. Visitors will be able to easily ask questions or give information using these forms. They are great for surveys, registration forms, upcoming events, or just a simple contact form for visitors to request more information.

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## Popular Upgrades:



### Document Center

Secure storage and ease of access can be a challenge for any organization, especially municipalities. Our storage allows you to upload and store thousands of Word Documents, PDFs, and Excel files. Your visitors can search and filter based on date, title, category, and/or keyword. Files are stored in their executable format, allowing just one click to access and work with the documents. (Associated programs may be needed such as Microsoft Word or Adobe Reader.)



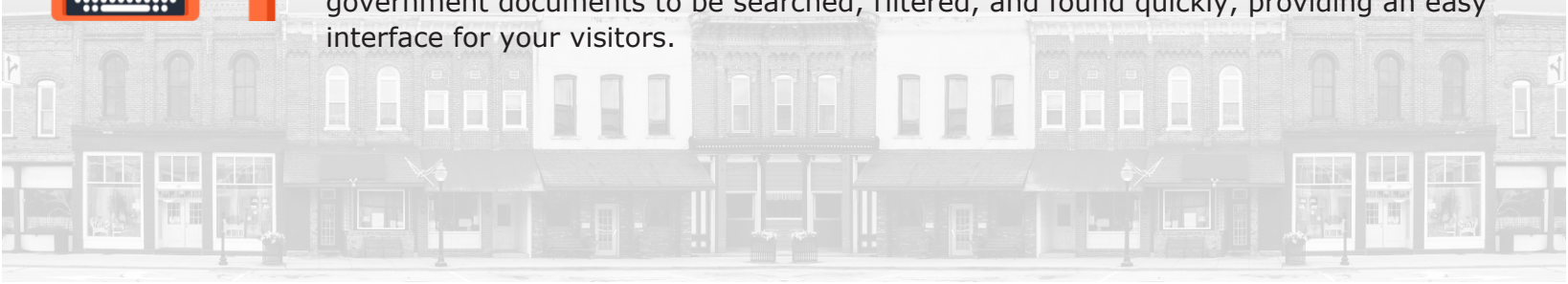
### Employees Only Area (Intranet)

An Employees Only Area add-on can increase infrastructure organization and communication between employees. This add-on will provide you with a completely private, internal area where your employees can access and search for forms, instructional pages, tutorials, and more. Access is set-up for employees at their hire and can be deactivated when they are no longer part of the organization.



### Agendas & Minutes

Many cities need, or even require, public access to government documents, such as Agendas and Minutes or Fiscal Reports, but many fall short. A lot of sites only have a list of links that are arduous to navigate, search, or view. Our system allows for government documents to be searched, filtered, and found quickly, providing an easy interface for your visitors.





## Popular Upgrades (continued):



### Mass Communication

Communication is key in any organization and the county government is not any different. Our mass notification system uses SMS (Texting) function on mobile devices and/or email to get information in the hands of the people. This system will allow you to send notifications to subscribers about a variety of events, alerts, and general information like traffic or weather conditions.

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### Small Business Hub

Small businesses are the backbone of any county, large or small. With our Small Business Hub, you can have a place to list and showcase small businesses with their company information, services, products, and a Google map to their location. You can also list their website URL, phone, fax, address, and categorize them for easy navigation. Your visitors will easily find businesses with a powerful search and filter tool. This will help build your small businesses grow, and in turn; help grow your county

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### Newsletter System for Local News and Updates

Provide an option for your visitors to sign up for the county newsletter. As new updates are published on the website, they will be notified by email with important news or upcoming events. With a simple signup form on your home page, they will be added to the system, plus they can subscribe or unsubscribe easily with one click.

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### Emergency Alerts on all pages

Let your citizens know about emergency topics in a noticeable way with our Emergency Alert System. Alerts like a water boil alert, school closings, court closings, and more can be easily broadcast on your website. You name it, if you need to let your website's visitors know, you can do it with this add-on.

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### Bill Pay

We have multiple options available for bill pay services from some of the industry's most trusted resources. This allows us to help you choose the right bill pay client for your specific needs. All of our bill pay partners have identified disciplines of high-end security and feature-rich service offerings. As an integrated part of your website, your citizens will have confidence that the payment resource is secure. Many of these resources can also connect with your desktop payment system.

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### Branded Emails

Add-on branded emails match your county domain name (Example: yourname@yourcity.gov). You can send and receive emails through your official domain email and at the same time promote the website itself. There is an extra charge per email account.

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### Online Chat

Our versatile chat feature offers multiple account use so you can provide greater support to your visitor. Communicate with different departments within your county, offer live assistance on where to get the right forms to fill out, or direct them to useful information and resources. This add-on is perfect for communication with the public, especially those that cannot physically visit your offices.



# DELIVERABLES & COSTS

## WEBSITE DESIGN, PROGRAMMING & LAUNCH:

**\$4,250**

ONE-TIME

- ✓ Site planning and architecture
- ✓ Creative direction
- ✓ Project management
- ✓ Client communications & phone consultations
- ✓ Professional graphic design
  - Home page layout plan / wireframe mockup
  - Website design
- ✓ WordPress installation & configuration
- ✓ WordFence Security Framework configuration
- ✓ Integration of text and photos provided by client or from current website
- ✓ Search Engine Optimization (SEO)
- ✓ Testing & programming revisions
- ✓ Graphics & Content revisions
- ✓ Launch
- ✓ WordPress Content Management training with client

## DELIVERY SCHEDULE:

MuniCreative has developed a reputation for website project completion on time and on budget. Our On Purpose mind set works with you to complete your project as quickly as possible. This partnered approach helps you with time lines for information retrieval, images, content and styling for a smooth process. Our proposed schedule is as follows (all estimates in business days)

MILESTONES	Estimated # Bus Days to Complete
Discovery and Planning	5
Server Setup and Design	5
Content Work	5-20
Development and Programming	5
Beta Testing and Review	5
<b>Total Development Production Time (# of days)</b>	<b>25-45 days</b>
Launch	Upon Approval, then 2-5 days
Training	Ongoing

# WEBSITE, MAINTENANCE & HOSTING SERVICES:

## Website Hosting & Maintenance Services

**\$2500.00**

ANNUALLY

- 1 Domain name
- Unlimited bandwidth (website traffic) and 50GB of Storage
- Weekly Backups & Free Restore when needed (up to 5 times per year)
- Dedicated technical support with same-day response guarantee
- Yearly social media and local search checkup
- Monthly website updates & SEO maintenance (1 hour per month, 12 hours per year)
- SSL Security Certificate installation and renewal protection
- Advanced spam and virus protection, HTTPS Protocol, and DDOS Protection
- Google Analytics installation and account access & support if needed
- Regular Security Updates to WordPress Core, All Plugins and Theme

The NET Group Online and Nathan E. Thornton would like to thank the Bradford County Board of County Commissioners for the opportunity to provide website services for the year of 2023-2024.

**Term of Contract:** August 2023-2024

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**Bradford County Board of County Commissioners Signature**

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**MuniCreative, Inc. Signature**

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**Date**

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17<sup>th</sup>, 2023

AGENDA ITEM: Sheriff's Report

DEPARTMENT: Sheriff's Office

PURPOSE: Request to complete the Participation Request Form for Bradford County to participate in the Florida Recovery Obligation Calculation (F-ROC).

F-ROC is a Florida Division of Emergency Management program designed to standardize, simplify, and streamline the Public Assistance process, allowing for faster approvals.

ASSOCIATED COST(S): None

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

**PARTICIPATION REQUEST FORM  
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM**

\_\_\_\_\_ (hereinafter referred to as the “Applicant”), requests to participate in the Florida Recovery Obligation Calculation (F-ROC) program. The F-ROC program is an initiative, sponsored by the Florida Division of Emergency Management (hereinafter referred to as the “Division”), that assists Applicants in identifying risk in their organization and develops a clear action plan that will abate those risks, while standardizing and streamlining the Public Assistance process.

Applicant's name:	
Applicant's unique entity identifier:	
Applicant's FEIN:	
Applicant's Address:	

**(1) DEFINITIONS**

1. Disaster Readiness Assessment (DRA): The Disaster Readiness Assessment is a questionnaire completed prior to a disaster that evaluates the Applicant's risk of deobligations in the Public Assistance program.
2. Post Disaster Questionnaire (PDQ): The Post Disaster Questionnaire is completed after each Federally declared event to gather Applicant specific information regarding training and utilization of forms.
3. Expedited Projects: Applicants may submit Expedited Projects to FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the Federal portion of the FEMA-confirmed project cost based on initial documentation.
4. Obligated: FEMA obligates funding once a project meets Stafford Act eligibility requirements.
5. Deobligated: FEMA deobligates funding if previously obligated costs have been determined to be ineligible under the Public Assistance program.
6. Emergency Management Accreditation Program (EMAP): A voluntary standards, assessment, and accreditation process for disaster preparedness programs.

**PARTICIPATION REQUEST FORM  
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM**

**(2) CONTACT**

Applicant Point of Contact:	
Telephone:	
Email:	

Division Point of Contact:	Recovery Bureau
Telephone:	(850) 815-4400
Email:	F-ROC@em.myflorida.com

- a. In the event that different representatives or addresses are designated by either party after submittal of this Participation Request Form, a notice of the name, address and email of the new representative will be provided to the other party in writing via letter or electronic email.

**(3) TERMS AND CONDITIONS**

Upon the Applicant submitting, via electronic mail to F-ROC@em.myflorida.com, the signed Participation Request Form for the F-ROC program and completing the mandatory Opt-In training course, the Applicant will receive the minimum/baseline score of 20% for work completed projects and work to be completed projects.

- a. Pursuant to this Participation Request Form, the initial opt-in will be for two (2) years and will only cover large, non-expedited, Category A (Debris Removal) and Category B (Emergency Protective Measures) projects. Annual renewal of this Participation Request Form will begin in January of the year in which the form is set to expire.
- b. To complete the participation process and receive the 20% baseline, the Applicant must:
  - i. Complete the Opt-In training course with a score of 100%; and,
  - ii. Submit the signed Participation Request Form.
- c. If an Applicant wishes to increase their score, they can do so by completing the optional items listed below:
  - i. Complete the Disaster Readiness Assessment (DRA) and applicable abatement activities.
  - ii. Complete the Post Disaster Questionnaire (PDQ).
  - iii. Utilize the Division’s standardized F-ROC forms.
  - iv. Training (excluding the Opt-in and Leadership courses).
- d. This Participation Request Form will not apply to any Expedited Projects.
- e. The deadline to opt-in to the initial term of the F-ROC program, is September 30, 2023.

**PARTICIPATION REQUEST FORM  
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM**

- f. The implementation of the F-ROC program does not guarantee funding for Applicants. Funding will remain dependent upon obligation by FEMA and the Applicant will be liable for repayment (See (7) REPAYMENTS) upon deobligation by FEMA of any dispersed funds.
- g. If the Applicant seeks to “opt-out” of F-ROC, the Applicant must make a request to that effect in writing to the Division, on their letter head and duly signed by an authorized representative of the Applicant.
- h. The deadline to complete the DRA, pursuant to this Participation Request Form, is December 31, 2023.
- i. The deadline to complete any abatement activities shall be March 31<sup>st</sup> of the calendar year after the Participation Request Form or renewal has been executed.
- j. The Applicant shall have sixty (60) days from the date their County is designated under the disaster declaration to complete the applicable PDQ. The PDQ must be completed in order to access additional points and increase the locked-in score. If the Applicant requests an extension on completing the PDQ, such an extension request must be made prior to the obligation of funds for it to impact the Applicant’s score and therefore, reflect upon the obligation attaching thereto.
- k. The Applicant and the Division will identify the key Points of Contact (POC) respectively.
- l. The Division reserves the right to remove an Applicant from the program. Furthermore, if the Division has reason to believe that the Applicant is engaged in fraud, waste, abuse, or noncompliance of State and/or Federal laws, the Division may impose a one (1) year prohibition upon the Applicant from participation in the program.
- m. The Applicant’s failure to complete the criteria set forth in this Participation Request Form shall result in a default to the traditional method of dispersing obligated Public Assistance funds; Meaning, the Division will consider failure to complete the requirements as the Applicant voluntarily “opting-out” of the program.
- n. The Participation Request Form duration shall be two (2) years with annual “opt-in” renewals.

**(4) PERIOD OF PERFORMANCE**

This Participation Request Form survives and remains in effect after termination, for the herein referenced State and Federal audit requirements and the referenced required records retention periods. Work may only be performed during the timeframes established and approved by the State and/or FEMA for each Category of Work type.

**(5) FUNDING**

- a. Participation in the F-ROC program does not guarantee funding and is dependent upon FEMA’s obligation.
- b. By signing and returning the Participation Request Form for F-ROC, Applicants have the potential to



**PARTICIPATION REQUEST FORM  
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM**

receive a score up to 80%. This score is made up of three components:

1. 20% Baseline score for signing and returning the Request Form.
  2. Up to a 40% score for completing the DRA.
  3. Up to a 20% score for completing the PDQ.
- c. Applicants who have received EMAP accreditation will receive an additional 5%.
- d. The Applicant's score directly corresponds to the percent of the eligible obligated amount that will be dispersed to the Applicant upon obligation of the Public Assistance project. After validation of all supporting documentation is complete, the Applicant will receive the remainder of the validated, obligated amount.
- e. If the Applicant has any open receivables with the Division, those receivables must be satisfied before any disbursements are made through the F-ROC program.

**(6) PAYMENT**

- a. The payment method used by the Division is either a Cost Reimbursement or an Advance Payment. Advance payments will be governed by chapter 216, Florida Statutes.
- b. The Division's Grant Manager, as required by section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the agreement period and produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Applicant.

**(7) REPAYMENTS**

- a. Refunds or repayments of obligated funds may be paid to the Division via offset with another obligated Public Assistance project, check or a payment plan, as approved by the Department of Financial Services.
- b. All refund or repayments due to the Division under this Agreement are to be made payable to the order of "Florida Division of Emergency Management" and must include the invoice number and the applicable Disaster and Project number(s) that are the subject of the invoice, and be mailed directly to the following address:

Florida Division of Emergency Management Cashier  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

This Participation Request Form shall terminate upon the expiration date of May 31, 2025, unless the Applicant renews annually. The Division reserves the right to remove an Applicant from the program. The Division and Applicant agree that all records will be maintained until the conclusion of all applicable record retention

**PARTICIPATION REQUEST FORM  
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM**

periods.

IN WITNESS WHEREOF, the Applicant hereto has executed this Participation Request Form.

Applicant: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17<sup>th</sup>, 2023

AGENDA ITEM: Sheriff's Report

DEPARTMENT: Sheriff's Office

PURPOSE: Request Board direction on the disbursement of funds received in Hurricane Ian Public Assistance Claim (\$13,332.73).

ASSOCIATED COST(S): None

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



**Hurricane Ian FEMA Public Assistance (PA) Breakdown**

- Bradford County was declared eligible for PA under a Pre-Landfall Declaration for Category B (Emergency Protective Measures).
- PA is normally reimbursed at a 75% / 25% split, however, Hurricane Ian was declared a 100% Federal Cost Share for the first 60 days.
- Reimbursement is for overtime labor, materials, and equipment usage on qualifying work.
- This claim is largely for materials and equipment used in sandbag operations, running the EOC, and other protective measures (i.e. ditch clearing, blockage removal, etc.).

**Current Numbers**

<b>TOTAL CLAIM</b>	<b>\$13,332.73</b>
<b>BOCC Total</b>	<b>\$6,221.46</b>
<b>BCSO Total</b>	<b>\$7,111.27</b>
Breakdown	
<b>Labor</b>	<b>\$0</b>
<b>Equipment</b>	<b>\$7,901.82</b>
BOCC	\$4,521.46
BCSO	\$3,380.36
<b>Material</b>	<b>\$5,430.71</b>
BOCC	\$1,700.00
BCSO	\$3,730.91

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: August 17<sup>th</sup>, 2023

AGENDA ITEM: Sheriff's Report

DEPARTMENT: Sheriff's Office

PURPOSE: Request to Sign a Memorandum of Understanding Between Bradford County and Feeding Northeast Florida.

This MOU provides Bradford County with the ability to partner with Feeding Northeast Florida in order to receive, at no charge, provisions such as food and water for impacted residents following a disaster.

ASSOCIATED COST(S): None.

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

**Memorandum of Understanding**  
**Between**  
**Bradford County, a Political Subdivision of the State of Florida**  
**and**  
**Regional Food Bank of Northeast Florida (dba. Feeding Northeast Florida or FNEFL)**

**I: Purpose:** The purpose of the Memorandum of Understanding (MOU) is to set forth, define and establish mutual agreements, understandings, and obligations by and between **Bradford County, a political subdivision of the State of Florida, through its Emergency Management Division (“the County” or “Bradford County”)**, and **Regional Food Bank of Northeast Florida (or dba “Feeding Northeast Florida or “FNEFL)**.

**II. Statement of Basic Responsibilities:**

- A. Bradford County, through its Emergency Management Division, provides coordination of emergency services within Bradford County, including incorporated areas. This includes the selection and utilization of various resources and organizations capable of rendering assistance. Under Chapter 252, Florida Statutes, Bradford County, through its Emergency Management Division, also coordinates the administration of relief activities of both public and private relief or disaster assistance organizations which agree to volunteer their services under the direction or guidance of Bradford County authorities. In addition, Bradford County may utilize personnel and facilities of relief or disaster assistance organizations, churches, temples, and synagogues in the distribution of food, relief supplies, medicines or other items and temporary sheltering as part of the restoration, rehabilitation or reconstruction of community services and essential facilities whenever Bradford County authorities deem it necessary.
  
- B. Recognizing the increased demand for churches, temples, synagogues, large capacity spaces, and public-private partnership facilities to supplement assistance and recovery to victims of both Presidentially declared or undeclared disasters, and the need to work in harmony with local governments and private relief agencies, **Feeding Northeast Florida** wishes to assist in rendering the most efficient service with a minimum of duplication to the citizens and visitors of Bradford County.

**III: Coordination of Effort:** Cooperation and coordination between Bradford County, through its Emergency Management Division, and **Feeding Northeast Florida**, at a time of major disaster and during the post-disaster recovery period should be maintained at efficient levels and is part of the purpose of this Memorandum of Understanding. **Feeding Northeast Florida** works on a voluntary basis as a member of the Community Organizations Active in Disaster (COAD) and Volunteer Organizations Active in Disaster (VOAD), and will make a continuing effort to acquaint its members of this Memorandum of Understanding to assist Bradford County in carrying out mutual responsibilities for disaster relief.



**IV: Responsibilities:**

A. Bradford County, through its Emergency Management Division, will make efforts to achieve the following:

1. Notify **Feeding Northeast Florida** of the potential need to assist in activities following a disaster; and
2. Participate in and develop training in disaster response for the members of **Feeding Northeast Florida**; and
3. Schedule periodic meetings and/or exercises to familiarize members of disaster preparedness or recovery initiatives; and
4. Utilize, when and as appropriate in Bradford County's discretion, the services of **Feeding Northeast Florida** for disaster relief and recovery projects; and
5. Bradford County agrees to be responsible, to the extent provided under *Florida Statute* 768.28, for its negligent acts, however, this responsibility shall not serve as a waiver of Bradford County's Sovereign Immunity limits.

B. **FEEDING NORTHEAST FLORIDA** will make efforts to:

1. Provide operational support to Bradford County at no charge during the disaster or local emergency relief and recovery periods; and
2. Provide a 24-hour contact person and alternates; and
3. Provide a representative to attend periodic meetings of the Community Organizations Active in Disaster; and
4. Participate in exercises, drills, planning sessions, webinars and conference calls developed by the Bradford County Emergency Management Division; and
5. Provide the Bradford County Emergency Management Division with an update of the facility and staffing capabilities at least annually prior to June of each year.

**V. Effective Date, Automatic Renewal, and Modification:** This Memorandum of Understanding presents general, and some specific, guidelines by which Bradford County, through its Emergency Management Division, and **Feeding Northeast Florida**, will cooperate to aid victims at the time of disaster. In witness thereof, the parties have executed this Memorandum of Understanding on the date indicated. The provisions of this Memorandum of Understanding will be effective from the date approved by the Board of County Commissioners for a period of three (3) years. At the end of the three-year (3) period, this Memorandum of Understanding will automatically renew for an additional term of one year, unless terminated as provided in Paragraph VI of this Memorandum of Understanding. Both Parties have the authority to amend provisions of this Memorandum of Understanding upon the mutual consent and by written instrument executed by the Parties.

**VI. Termination:** Either party may terminate this Memorandum of Understanding by providing upon 30 days written notice to the other party. The Memorandum of Understanding may be immediately and automatically terminated by the County without providing such notice,

should the County reasonably believe that the spirit or intent of Chapter 252, Florida Statutes, is not being effectuated by this Memorandum of Understanding.

***\*This is not a contract between the parties and does not create any liabilities or binding obligations on the parties to the MOU. It is instead intended to reflect the parties' aspirational goals. This MOU does not provide any rights to any third party beneficiaries.***

AS TO COUNTY:

ATTEST:  
CLERK

BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA

By: \_\_\_\_\_

By: \_\_\_\_\_

Approved as to form and legality:

\_\_\_\_\_

County Attorney

AS TO REGIONAL FOOD BANK OF NEFL (FEEDING NORTHEAST FLORIDA):

WITNESSES:

FEEDING NORTHEAST FLORIDA:

\_\_\_\_\_

By: \_\_\_\_\_

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

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

\_\_\_\_\_

Title: \_\_\_\_\_

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

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