

Wanna

BOARD OF COUNTY COMMISSIONERS

GULF COUNTY, FLORIDA

<u>AGENDA</u>	<u>JUNE 24, 2014</u>	<u>TIME / PAGE NO.</u>
1. Meeting Called to Order		9:00 a.m.
2. Consent Agenda		1-73
3. County Staff Business		
4. Board Business		
5. Kim Bodine, Career Source Gulf Coast – 2014-15 Board Budget, ITA Waiver, and, Direct Workforce Services Extension		74-81
6. Special Counsel Michael Spellman, Sniffen & Spellman – Gulf County Voter Rights and Data Evaluation		
7. Katrina Sauders, Wewahitchka Medical Center – Quarterly Update		
8. Public Discussion		

F.S. 286.0105:

If a person decides to appeal any decision made by the board, agency or commission, with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he 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.

CONSENT AGENDA

June 24, 2014

1. Minutes – May 13, 2014 – Regular Meeting 1-8
- May 27, 2014 – Regular Meeting 9-17
- June 5, 2014 – Special Meeting 18-21
2. Agreement – Division of Emergency Management (Modification to
Subgrant * Hazard Mitigation Grant Program) 22-28
3. Appointee – Gulf County E.D.C. (Gulf County Economic Development
Coalition Members) 29
4. Bid Award – Bid #1314-16 (C.R. 386 Striping Project * Southern
States Pavement Markings, Inc. * \$154,457.28) 30-33
5. Grant Approval/Ratification – Gulf County T.D.C. (Visit Florida *
2013-14 Cultural, Heritage, Natural, and Rural
Tourism Grant Application * \$5,000.00) 34-41

- Gulf County T.D.C. (Visit Florida * 2014-15 Cultural,
Heritage, Natural, and Rural Tourism Grant
Application * \$5,000.00) 42-46
6. Inventory – Wewahitchka Search & Rescue (Remove * #125-10 * 1984
15' Mitchcraft Boat * Serial #DLI15238M84K) 47
7. Invoices – UniFirst Corporation (Courthouse * Invoice #2710071086
* \$72.25 * Invoice #2710071637 * \$72.25 * Invoice
#2710072166 * \$72.25 * Invoice #2710072709
* \$72.25 * Maintenance * Invoice #2710072165
* \$42.03 * Invoice #2710072708 * \$42.03 * Public
Works * Invoice #2710071082 * \$11.25 * Invoice
#2710071633 * \$11.25 * Invoice #2710072162
* \$11.25 * Invoice #2710072163 * \$97.89 * Invoice
#2710072164 * \$58.55 * Invoice #2710072705 *
\$11.25 * Invoice #2710072706 * \$44.85 * Invoice
#2710072707 * \$58.55) 48-67
8. Refund Request – Gulf County Sheriff's Office (May, 2014 Beach
Patrol * \$5,913.91) 68

- Gulf County Sheriff's Office (Cost for D.A.R.E. Supplies *
\$715.77) 69

9. S.H.I.P. – Extension Request (Shirley Walker * July 11, 2014)	70-72
- Reimbursement Request (\$35,000.00)	73

MAY 13, 2014

PORT ST. JOE, FLORIDA

REGULAR MEETING

The Gulf County Board of County Commissioners met this date in regular session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Tynalin Smiley, and Warren J. Yeager, Jr.

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Sherry Herring, Deputy Clerk Kari Summers, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, E9-1-1 Coordinator Ben Guthrie, Gulf County E.M.S. Director Houston Whitfield, Grant Coordinator Towan Kopinsky, Maintenance Superintendent Steve Mork, Mosquito Control Director Mark Cothran, Planner David Richardson, Preble-Rish, Inc./ County Engineer Clay Smallwood, III, Public Works Director Joe Danford, Sheriff Mike Harrison, and T.D.C. Executive Director Jennifer Jenkins.

Sheriff Harrison called the meeting to order at 8:58 a.m., E.T.

Chairman McDaniel opened the meeting with prayer and led the Pledge of Allegiance to the Flag.

CONSENT AGENDA & INFORMATION PACKET

Chairman McDaniel called for public comment regarding the Consent Agenda or the Information Packet. There being no public comment, Commissioner Bryan discussed page 107 (Item #10 * Refund Request) in the Consent and Commissioner Yeager noted that he will abstain to pages 105-106 (Item #9 * Proposal from Preble-Rish, Inc) in the Consent, due to having a business relationship with the firm. After discussion by members of the Board regarding Item #10; refund request from Steve Newman for his donation to the Gulf County Economic Alliance, Commissioner Yeager motioned to approve the Consent Agenda, pulling Item #10 regarding the refund request from Steve Newman. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public, the motion then passed unanimously, as follows:

1. Minutes – February 11, 2014 – Regular Meeting
 - February 18, 2014 – Special Meeting
 - February 25, 2014 – Regular Meeting
 - March 11, 2014 – Regular Meeting

2. Approval of Checks and warrants for April, 2014 which are incorporated herein by reference, pursuant to Chapter 136.06 F.S.
3. Appointment – P.D.R.B. (Jimmy Rogers and Matt Terry)
4. Bid Award #1314-19 – Emergency Management - F250 Ford Truck (River Bend Ford * \$48,637.78)

Bid Award #1314-13 – Grant Coordinator – C.R. 386 Striping (Alday-Howell & Southeastern Consulting)
5. Budget Amendment #3 – Economic Development (Amend the FY2013-2014 Budget for the General Fund by reducing the County Development Budget and increase the Economic Development Budget to shift funding for the Contracted E.D.C. to the County E.D.C. as discussed at the 3/25/14 and 4/22/14 BOCC meeting)
6. Inventory – E9-1-1 (Remove * #95-31 * HP Tablet Serial #MXL80902HY * #95-33 * HP Tablet Serial #2CE81412XW)
 - Gulf County Health Department (Remove * Vehicle Tag Number 150456 * 1996 Dodge Caravan * Vin #2B4FP253XTRR733488)
 - Information Technology (Remove * #325-07 * Dell Computer * #25-189 * Dell Computer * #265-15 Gateway Computer)
7. Invoices – The Ferguson Group, LLC – Federal Lobbyist (Invoice #0314559 * \$378.10 * Invoice #0114586 * \$88.20)
 - Novak Law Group – Professional Services (Invoice #2200-004 * \$847.00 * Invoice #2200-005 * \$917.00)
 - UniFirst Corporation (Courthouse * Invoice #2710068941 * \$72.25 * Invoice #2710069472 * \$72.25 * Invoice #2710070004 * \$72.25 * Maintenance * Invoice #2710068940 * \$42.03 * Invoice #2710069471 * \$42.03 * Invoice #2710070003 * \$42.03 * Public Works * Invoice #2710068937 * \$11.25 * Invoice #2710069468 * \$11.25 * Invoice #2710070000 * \$11.25 * Invoice #2710068938 * \$51.04 * Invoice #2710069469 * 51.04 * Invoice #2710070001 * \$51.04 * Invoice #2710067372 * \$63.14 * Invoice #2710067886 * \$63.14 * Invoice #2710068418 * \$63.14 * Invoice #2710068939 * \$63.14 * Invoice

#2710069470 * \$63.14 * Invoice #2710070002 * \$58.55)

- 8. Proclamation – Mental Health Month (May, 2014)
- 9. Proposal – Preble-Rish, Inc. (Stumphole Revetment Phase VII Design & Permitting * \$165,500.00)
- **DELETE**** 10. Refund Request – Gulf County E.D.A. (Steve Newman * \$2,000.00)
- 11. Resolution – F.D.O.T. (Americus Avenue Ditch Outfall Project), as follows:

RESOLUTION NO. 2014-08

AUTHORIZING AND SUPPORTING THE SUBMISSION OF AN APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR TRANSPORTATION ALTERNATIVES FUNDING FOR AMERICUS AVENUE DITCH OUTFALL PROJECT.

WHEREAS, the Gulf County Board of County Commissioners desires to improve and enhance the Americus Avenue Ditch Outfall between Americus Avenue and US-98/SR-30 in Gulf County; and

WHEREAS, the Gulf County Board of County Commissioners has received comments in support of completing this project for health and safety reasons, as well as to provide a place for recreation in the St. Joe Beach area;

NOW, THEREFORE, BE IT RESOLVED by the Gulf County Board of County Commissioners that the Chairman, Chief Administrator or Grant Coordinator representative hereby be authorized to submit any and all necessary documents on behalf of Gulf County for the Americus Avenue Ditch outfall enhancement project.

APPROVED this 13th day of May, 2014.

(End)

- 12. Variance Cancellation (Joseph & Rebecca Nassar * Parcel ID #06345-810R * S25, T8S, R12W * 887 Secluded Dunes Drive)

(End)

POLICY – REFUND REQUEST / STEVE NEWMAN REFUND

Following discussion, Commissioner Yeager motioned to approve the refund request from Steve Newman (Item #10, Consent Agenda), in the amount of \$2,000.00 (contribution to Gulf County E.D.A.) and to set a policy that sets a deadline for refund requests from any organization after a two (2) year time period. Commissioner

McLemore seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner Bryan voting no.

WORKSHOP – BLACK BEAR

Deputy Administrator Lanier reported that a public workshop will be held on May 20, 2014 at Gulf Coast State College in Port St. Joe to discuss black bears. She reported that she will post a notice on the County website for more details regarding the workshop.

TOURIST DEVELOPMENT COUNCIL

T.D.C. Executive Director Jenkins appeared before the Board to discuss the T.D.C. monthly report for April. She reported that March Bed Tax was up 2.5%. T.D.C. Executive Director Jenkins reported that 18 applications were reviewed regarding the Sponsorship and Special Funding and recommended to award \$53,500.00 in sponsorships or in-kind promotional items. Commissioner Yeager motioned to approve the Special Funding Program, in the amount of \$53,500.00. Commissioner McLemore seconded the motion for discussion. After discussion, Commissioner Yeager withdrew his motion and Commissioner McLemore then withdrew his second. Commissioner Yeager then motioned to table the recommendation for further review. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

BILLING SCHEDULE – NO LUGGAGE

T.D.C. Executive Director Jenkins discussed the billing schedule for No Luggage (social media agency) and requested approval from the Board to shift the scope of work and billing schedule. Commissioner Yeager motioned to approve this request. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

T.D.C. MEDIA TOUR

T.D.C. Executive Director Jenkins thanked everyone involved in the recent Media Tour. She reported that the next Media Tour will be held in September, 2014. Commissioner Yeager and Commissioner McLemore discussed the Media Tour. Chairman McDaniel thanked T.D.C. Executive Director Jennifer Jenkins for her work in the Media Tour.

T.D.C. PROPOSED BUDGET

T.D.C. Executive Director Jenkins discussed the T.D.C. proposed budget for FY 2014-15, stating there is an increase of 13.5% due to staffing.

WORKSHOP – GULF COUNTY BRANDING

T.D.C. Executive Director Jenkins reported that a public workshop will be held May 20th and 21st to discuss branding and customer service and those interested in attending will need to call the College (Gulf Coast State College) to register. Upon inquiry by Chairman McDaniel, T.D.C. Executive Director Jenkins stated that the workshop will be held at the Capital Building (Capital City Bank Building).

TUPELO HONEY FESTIVAL

T.D.C. Executive Director Jenkins invited the public to attend the Tupelo Honey Festival that will be held from 9:00a.m. to 4:00p.m., C.T. in Wewahitchka.

WOUNDED WARRIORS

T.D.C. Executive Director Jenkins reported that the Wounded Warriors will be in Gulf County this week from Wednesday through Sunday.

ONE-CENT BED TAX/SPORTS COMPLEXES

Commissioner Yeager discussed the 60 acres designated for the Sports Complex in Port St. Joe and recommended the Board add one (1) cent to the T.D.C. Bed Tax to help fund this facility and the Honeyville Sports Complex. After discussion, Commissioner Yeager motioned to proceed with the conceptual idea and bring a recommendation back to the Board for review. After discussion, Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

PROCLAMATION – E.M.S. WEEK

Gulf County E.M.S. Director Whitfield appeared before the Board and read a proposed E.M.S. Week Proclamation; requesting Board adoption. Commissioner McLemore motioned to adopt the E.M.S. Week Proclamation, as presented. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

S.H.I.P. EXTENSION – WALKER

Upon recommendation by Deputy Administrator Lowry, Commissioner Smiley motioned to allow a 90 day S.H.I.P. extension to Shirley Walker, with a deadline of June 23, 2014. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

AGREEMENT – SMALL COUNTY CONSOLIDATED GRANT

Upon discussion by Public Works Director Danford, Commissioner McLemore motioned to allow the Chairman to sign the amended agreement from F.D.E.P. regarding the Small County Consolidated Grant. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

LIMITED MAINTENANCE AGREEMENT – DRAINAGE DITCHES IN DALKEITH

Mosquito Control Director Cothran appeared before the Board to discuss the rainfall and the need to clean out drainage ditches within the Dalkeith area. Commissioner McLemore motioned to allow three (3) limited maintenance agreements and easements from private property owners to allow the County to clean out drainage ditches in Dalkeith. Commissioner Smiley seconded the motion. After discussion by Chairman McDaniel, Commissioner Yeager discussed the ditch work that was done on Ponderosa Pines in Jones Homestead. He requested that the Board allow Public Works to work on the other side of Ponderosa Pines in cleaning out the ditches. After discussion by

members of the Board, Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

DRAINAGE DITCHES – PONDEROSA PINES

Commissioner Yeager motioned to allow Public Works to complete ditch work on the Eastside of Ponderosa Pines. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

REFUND REQUEST – BEACHES FIRE DEPARTMENT

Upon recommendation by Beaches Fire Department Chief Richardson, Commissioner Smiley motioned to reimburse five (5) to six (6) volunteer fire fighters from the Beaches Fire Department for burn training to be paid from their budget. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

AWARD BID #1314-17 / WARD STREET

Upon recommendation by Grant Writer Kopinsky, Commissioner Bryan motioned to award Bid #1314-17 for the resurfacing of Ward Street to GAC Contractors, in the amount \$82,036.91. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

INDUSTRIAL PARK

Upon discussion by Grant Writer Kopinsky, Commissioner Smiley motioned to allow her to apply to E.D.A. for approval of a potential tenant for the Industrial Park. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

TAX LIENS – GULF PINES HOSPITAL PROPERTY

County Attorney Novak requested permission from the Board to work with the City of Port St. Joe regarding the tax liens on the old Gulf Pines Hospital property site and bring information back to the Board for review. Commissioner Yeager motioned to allow County Attorney Novak and Chief Administrator Butler to negotiate with the City of Port St. Joe regarding the tax liens on the Gulf Pines Hospital Property and bring it back to the Board for review. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

ADVERTISE SEALED BIDS – TWO LOTS/WIMICO PLACE SUBDIVISION

Upon discussion by Chief Administrator Butler, Commissioner Bryan motioned to advertise to receive sealed bids for the sale of two lots in Wimico Place Subdivision. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

AGENDA – STATE PROBATION

Chief Administrator Butler reported that D.O.C. Probation Officer Michael Chambers is present today and would like to speak to the Board today regarding the State Probation Office.

MEETING – READY MIX USA

Chief Administrator Butler reported that a meeting will be held with Ready Mix USA to discuss possible incentives so that the Port St. Joe Branch can remain open.

GULF COAST PARKWAY

Chief Administrator Butler discussed the early intent for the Gulf Coast Parkway Project. He reported that F.D.O.T. picked Route 17 as their preferred route; expressing his concerns regarding Route 17. After discussion, Chief Administrator Butler requested permission from the Board to submit a letter to District D.O.T. Secretary Tommy Barfield supporting Route 15. Following discussion, Commissioner Yeager motioned to request a meeting with Secretary Ananth Prasad to discuss the Gulf Coast Parkway Project and send letters supporting Route 15. Commissioner Smiley seconded the motion. After discussion by Chairman McDaniel, he called for public comment. Patricia Hardman of South Gulf County appeared before the Board to discuss her concerns regarding Route 17 and the proposed evacuation route. Steve Norris, Northwest Florida Transportation Corridor Authority, appeared before the Board to discuss his concerns regarding the Gulf Coast Parkway Project Plans and his support of Route 15. There being no further discussion, the motion then passed unanimously.

POLICE WEEK – MEMORIAL SERVICE

Sheriff Harrison reported that this is Police Week and a memorial service will be held May 14, 2014 at the Gulf County Courthouse beginning at 9:00a.m., E.T. He invited the public to attend.

DRAFT – PRYOR

Commissioner Smiley congratulated Calvin Pryor on the NFL draft (New York Jets).

OFFICE SPACE – STATE PROBATION

D.O.C. Michael Chambers appeared before the Board to discuss the reduction in the budget regarding leasing buildings for the State Probation Offices and requested assistance from the Board for office space a few days a week to accommodate defendants in Gulf County. After discussion, the Board agreed to allow Sheriff Harrison to review this matter further concerning possible space at the Sheriff's substation in Wewahitchka, and bring a recommendation back to the Board for approval.

There being no further business, and upon motion by Commissioner Yeager, second by Commissioner Smiley, the meeting did adjourn at 10:30 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**

MAY 27, 2014

PORT ST. JOE, FLORIDA

REGULAR MEETING

The Gulf County Board of County Commissioners met this date in regular session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Tynalin Smiley, and Warren J. Yeager, Jr.

Other present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Emergency Management Director Marshall Nelson, Grant Coordinator Towan Kopinsky, Deputy Grant Coordinator Kari Summers, Mosquito Control Director Mark Cothran, County Planner David Richardson, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Public Works Director Joe Danford, Assistant Public Works Director Jake Lewis, and Sheriff Mike Harrison.

Sheriff Harrison called the meeting to order at 8:58 a.m., E.T.

Chairman McDaniel opened the meeting with prayer and led the Pledge of Allegiance to the Flag.

CONSENT AGENDA & INFORMATION PACKET

Chairman McDaniel called for public comment regarding the Consent Agenda or the Information Packet. There being no public comment, Chairman McDaniel discussed the need to correct and clarify the dollar amount in the ARPC contract on page 129 (Item #3); stating \$2,000.00 is grant funds, and \$1,500.00 is from the County budget. Commissioner Smiley motioned to approve the Consent Agenda with the correction to page 129 (Item #3). Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously, as follows:

1. Minutes - March 25, 2014 – Regular Meeting
 - April 8, 2014 – Regular Meeting
 - April 21, 2014 – Special Meeting
 - April 22, 2014 – Regular Meeting

2. Agreement – Gulf County Emergency Management (FY 2014-15 E.M.P.A. *
\$105,806.00)

- Gulf County Emergency Management (FY 2014-15 E.M.P.A. * \$54,702.00)
 - Florida D.E.P. (Amendment #1 * St. Joseph Peninsula Beach Restoration Project)
 - S.H.I.P. (FY 2014-15 Funding Certification * \$350,000.00)
3. Contract – Apalachee Regional Planning Council (Gulf County Small Quantity Generator Verification)
4. Inventory – Building Department (Remove * #260-80 * Toshiba Laptop * Serial #A50556975)
- Gulf County Health Department (Remove * #120-081 * Dell Desktop Computer * Serial #HYSRQD1 * #120-089 * Dell Desktop Computer * Serial # J5KXBG1 * #120-090 * Dell Desktop Computer * Serial # 26KXBG1 * #130-390 * Dell Laptop Computer * Serial #1T1YM21 * #130-391 * Dell Laptop Computer * Serial #HGJ8M21 * #130-447 * Dell Laptop Computer * Serial #HCX3V51 * #130-452 * Dell Laptop Computer * Serial #973WC81 * #130-453 * Dell Laptop Computer * Serial #B83QC81 * #130-454 * Dell Laptop Computer * Serial #J73QC81 * #130-455 * Dell Laptop Computer * Serial #473QC81 * #130-480 * Dell Laptop Computer * Serial #FDYW1B1 * #130-483 * Dell Desktop Computer * Serial #BZ8H2B1 * #130-486 * Dell Desktop Computer * Serial #GZ8H2B1 * #130-487 * Dell Desktop Computer * Serial #JZ8H2B1 * #130-490 * Dell Desktop Computer * Serial #49TH3B1 * #130-491 * Dell Desktop Computer * Serial #2QR33B1 * #130-492 * Dell Desktop Computer * Serial #2JX43B1 * #130-494 * Dell Desktop Computer * Serial #8WY23B1 * #130-497 * Dell Laptop Computer * Serial #J4X43B1 * #130-511 * Dell Desktop Computer * Serial #BGDM9B1 * #130-513 * Dell Desktop Computer * Serial #55S7RB1 * #130-515 * Dell Laptop Computer * Serial #DRCGRB1 * #130-516 * Dell Laptop Computer * Serial #77X5SB1 * #130-517 * Dell Desktop Computer * Serial #5NSR2C1 * #130-518 * Dell Desktop Computer * Serial #1VWR2C1 * #130-521 * Dell Laptop Computer * Serial #3TKJ6C1 * #130-522 * Dell Desktop Computer * Serial #8CP17C1 * #130-528 * Dell Desktop Computer *

Serial #HTG7ZC1 * #130-533 * Dell Desktop Computer * Serial #580TWC1 * #130-534 * Dell Desktop Computer * Serial #B70TWC1 * #130-535 * Dell Laptop Computer * Serial #1JBQWC1 * #130-541 * Dell Desktop Computer * Serial #CDR65D1 * #130-543 * Dell Desktop Computer * Serial #6W52HD1 * #130-550 * Dell Laptop Computer * Serial #6RNXHD1 * #130-553 * Dell Desktop Computer * Serial #1Y94HF1 * #130-555 * Dell Desktop Computer * Serial #DNFQQF1 * #130-557 * Dell Desktop Computer * Serial #DGYHJF1 * #130-558 * Dell Desktop Computer * Serial #CWZNF1 * #130-559 * Dell Desktop Computer * Serial #1S1RKF1 * #130-567 * Dell Tablet Computer * Serial #CQ7VFG1 * #130-568 * Dell Tablet Computer * Serial #DR7VFG1 * #130-569 * Dell Laptop Computer * Serial #FGVMBG1 * #130-571 * Dell Laptop Computer * Serial #BHVMBG1 * #130-575 * Dell Desktop Computer * Serial #G5KXBG1)

- Public Works (Remove * #100-586 * Mack Truck * Make Active * #75-125 * 1995 Ford Van * Sold * #100-580 * 2007 Mack Dump Truck * Trade * #70-581 * CAT 938F Wheel Loader * Junk * #100-378 * 1988 GMC Flatbed * #75-61 * 1999 Ford E350 Van * #25-99 * 1994 Chevy C-10 Pickup * #100-376 * 1988 Ford F150 Truck * #70-679 * 2000 Chevy Pickup * #100-536 * Scag Stand Up Mower/Sulky * #100-591 * 50' Manual Hose Reel * #100-590 * 50' Manual Hose Reel * #75-149 * 15HP Kawasaki * #75-167 * Trimstar 15/36 Kawasaki * #75-148 * 15HP Wack Mower * #75-134 * Snapper Mower * #75-133 * SPE 131KW Mower * #75-116 * Snapper Brush Mower * #75-158 * Ice Machine * #75-33 * TDM Utility Trailer * #70-628 * Manitowoc Ice Machine * #75-30 * TDM 6x16 Utility Trailer * #75-29 * TDM 6x16 Utility Trailer * #70-528 * 1997 International Flat Bed * #70-768 * Trash Pump)

5. Invoices – Sniffen & Spellman, P.A. (Legal Services * Invoice #12190 * \$247.00)

- UniFirst Corporation (Courthouse * Invoice #2710070550 * \$51.40 * Invoice #2710070551 * \$58.55 * Invoice #2710070552 * \$42.03 * Invoice #2710070553 * \$72.25 * Maintenance * Invoice #2710071085 * \$42.03 * Invoice #2710071636 * \$42.03 * Invoice * Public Works * Invoice #2710070549 * \$11.25 * Invoice

#2710071083 * \$86.19 * Invoice #2710071084 *
 \$58.55 * Invoice #2710071634 * \$44.85 * Invoice
 #2710071635 * 58.55)

6. Records Disposition – (BOCC Documents)
7. Refund Request – Gulf County Sheriff's Department (Cost of Assembly * \$500.00)
8. Work Order – Florida D.O.T. (State Highway Lighting Agreement * \$3,166.63)
(End)

P.D.R.B. RECOMMENDATIONS (MAY 19, 2014)

The Board then considered the following recommendations from the May 19, 2014 Planning and Development Review Board meeting.

FINAL PLAT APPROVAL – CAPE VIEW ON THE BAY

Pursuant to advertisement to hold a Public Hearing to consider a Final Plat approval for Pentel Family Partnership (Parcel ID #04243-000R), a three (3) unit subdivision. County Attorney Novak read the Public Hearing Notice. Chairman McDaniel called for public comment. There being no public comment, Commissioner Yeager motioned to approve this recommendation. Commissioner Smiley seconded the motion, and it passed unanimously.

BRITISH PETROLEUM LITIGATION

Rhon Jones, of Beasley Allen Law Firm appeared before the Board to give a brief update on the litigation with B.P. He reported that the Clean Water Act case will be trailed/tried next year.

PROCLAMATION – PLEDGE OF CIVILITY

County Attorney Novak read the proposed pledge of civility proclamation, as recommended annually by the Florida Bar. Chairman McDaniel called for public comment. There being no public comment, Commissioner McLemore motioned to adopt the Pledge of Civility Proclamation. Commissioner Yeager seconded the motion, and it passed unanimously.

COUNTY-WIDE VOTING

County Attorney Novak reported that Michael Spellman, of Sniffen and Spellman, will appear at the June 24, 2014 Board meeting to present a summary and a recommendation to the Board.

GULF PINES HOSPITAL PROPERTY

County Attorney Novak stated that the City of Port St. Joe is pursuing a resolution regarding the Gulf Pines Hospital Property's Federal Tax Liens. He reported that the City of Port St. Joe is requesting assistance from the County regarding the tax certificates sold and discussed briefly the City's plans or goals for the property site.

Chairman McDaniel discussed obtaining a detailed list of what the City of Port St. Joe is requesting from the County regarding this property site. Commissioner Smiley requested he be kept informed of all that is going on with this matter due to this being in his district.

RESOLUTION – NATIONAL ASSOCIATION OF COUNTIES APPOINTEE

After discussion, Commissioner Smiley motioned to adopt the following Resolution supporting Brian Desloge's Candidacy for Second Vice President to the NACo. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, County Attorney Novak read the proposed resolution by title. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

RESOLUTION NO: 2014-09

A RESOLUTION OF THE GULF COUNTY BOARD OF COUNTY COMMISSION WHEREBY RECOGNIZING THE CONTRIBUTIONS OF LEON COUNTY COMMISSIONER AND PRESIDENT OF THE FLORIDA ASSOCIATION OF COUNTIES (F.A.C.), BRIAN DESLOGE AND IN SUPPORT OF HIS CANDIDACY FOR 2nd VICE PRESIDENCY TO THE NATIONAL ASSOCIATION OF COUNTIES (NACO).

WHEREAS, Florida is the 4th largest State in the Nation representing more than 19 Million people in 67 Counties; and

WHEREAS, the Florida Association of Counties helps Counties effectively serve and represent Floridians by strengthening and preserving County home rule through advocacy, education and collaboration. For more than 80 years, the Florida Association of Counties (F.A.C.) has represented the diverse interests of Florida's Counties, emphasizing the importance of protecting home rule – the concept that communities and their local leaders should make the decisions that impact their community; and

WHEREAS, F.A.C. is the only association representing Florida's Counties – bringing together the collective experience and knowledge of 377 County Commissioners and supported by thousands of County professional staff. F.A.C. provides the cohesive platform that enables County officials and staff to speak with a unified voice on behalf of all Floridians. Through F.A.C., Counties are better able to serve not only their communities, but the entire State of Florida; and

WHEREAS, Leon County Commissioner Bryan Desloge has faithfully served on the Leon County Board of County Commissioners for seven years representing the citizens in District IV as well as all of the citizens of Leon County; and

WHEREAS, Commissioner Desloge also currently serves as the President of the Florida Association of Counties and previously served as President-Elect, 1st Vice President, 2nd Vice President and a Policy Chairman of the Florida Association of Counties; and

WHEREAS, Commissioner Desloge has also faithfully served on the National Association of Counties Board of Directors for two terms; and

WHEREAS, the National Association of Counties (NACo) is the only national organization that represents County governments in the United States. Founded in 1935, NACo provides essential services to the Nation's 3,069 Counties. NACo advances issues with a unified voice before the Federal government, improves the public's understanding of County government, assists Counties in finding and sharing innovative solutions through education and research, and provides value-added services to save Counties and taxpayers money; and

WHEREAS, in August 2006, NACo was named one of nine remarkable associations in the United States after a four-year study conducted by the American Society of Association Executives and The Center for Association Leadership because of its commitment to members and purpose; and

WHEREAS, Commissioner Desloge is committed to bringing civility and unity back into public service to increase opportunities for taxpayers. His passion has led him to join with others in the creation and development of the Village Square, and further encourages every County in Florida to endorse the candidacy of Commissioner Desloge, but to also commit to attend the National Association of Counties Annual Conference in July, 2014 so that all of Florida's 67 Counties can place their vote to elect Commissioner Desloge 2nd Vice President of the National Association of Counties; and

NOW, THEREFORE BE IT RESOLVED, the Gulf County Board of Commissioners does hereby recognize the many contributions of F.A.C. President and County Commissioner Brian Desloge to our Florida communities and hereby supports his candidacy for the 2nd Vice President of the National Association of Counties.

DULY adopted this 27TH day of May, 2014.

(End)

CONTRACT – WASTE PRO

County Attorney Novak reported that an executed contract with Waste Pro will be submitted to the Board by the end of this week (Bid #1314-15).

AGREEMENT – HCP CONSULTING

County Attorney Novak reported that a consulting services agreement has been presented to Cardno Entrix regarding H.C.P. Consulting (Bid #1314-08). He also reported that an organizational meeting will be held in June and the public is invited to attend.

WASTE PRO – TRASH SERVICE

Rick Payne, of Waste Pro appeared before the Board to discuss the transition regarding garbage pickup services within the County. He reported that Waste Pro's garbage pick-up service will start June 1, 2014. After discussion, Mr. Payne stated that customers can call (850) 872-1800 with questions regarding the new service. After discussion, Deputy Administrator Lanier reported that Waste Management will be issuing refunds to customers that may have paid their bills beyond May's service.

VARIOUS PROJECTS – DISTRICT IV

Upon inquiry by Commissioner Smiley, Preble-Rish, Inc./County Engineer Clay Smallwood, III appeared before the Board to give an update various projects in District IV.

POLICY – HONEYVILLE COMMUNITY CENTER

Commissioner McLemore discussed his concerns regarding clean-up services at the Honeyville Community Center and recommended the Board adopt a policy that whomever is granted a waiver of the fees for renting the building be responsible for cleaning up the facility. Commissioner McLemore motioned that those using the Honeyville Community Center, when a fee waiver is granted, sign a contract agreeing to clean up the facility. Commissioner Smiley seconded the motion for discussion. After discussion by members of the Board, Chief Administrator Butler discussed collecting a \$200.00 cleaning deposit. Chairman McDaniel called for public comment. Mareen Maroon asked whether a time limit for cleanup should be imposed, subject to a cleaning charge if not met. After discussion, Commissioner McLemore amended his motion that anyone that uses the Honeyville Community Center and has been approved by the Board to have the rental fees waived must submit a \$200.00 cleaning deposit, if the facility is cleaned after the event then the \$200.00 will be returned. Commissioner Smiley amended his second, and the motion passed unanimously.

BID #1314-22 – TWO LOTS AT WIMICO PLACE SUBDIVISION

Commissioner Bryan discussed her concerns regarding the advertisement to receive sealed bids for the sale of two lots at Wimico Place Subdivision and the original purpose of these lots. Discussion ensued among staff and legal counsel regarding the history of the lots, their original purpose (affordable housing), vetting the process with the State, sales, and liability. Commissioner Bryan reiterated the need to advertise the bid to sale the two lots at Wimico Place Subdivision for more than one week to give adequate notice and try to get a decent price. She suggested the Board consider keeping the lots for their original intended purpose should no decent price is received. Clerk Norris reported that the sealed bid advertisement is scheduled to run two weeks; May 22nd and May 29th. Deputy Administrator Lanier reported bids are also posted to the County

website. Discussion continued concerning recent sales and values, and the road issues. County Attorney Novak noted the County would not assume the deficit in value, per Florida Housing. After discussion by members of the Board, Commissioner Bryan requested that County Attorney Novak research the road in this subdivision and the County's liability and responsibility of this road. The Board agreed to proceed with the bid process and then review all options.

GULF COAST PARKWAY PROJECT

Commissioner Yeager reported that a meeting will be held today in Tallahassee with F.D.O.T. to discuss the preferred route for the Gulf Coast Parkway Project. He stated that he will report back to the Board at the next Board meeting.

ROAD REPAIR – COUNTY ROAD 30

Commissioner Yeager reported that F.D.O.T. is almost complete with the road repairs to CR 30. He discussed upcoming road projects that F.D.O.T. will be completing over the next two years.

VISITORS – GULF COUNTY

Commissioner McDaniel stated he was happy to see all the traffic on State Road 71 due to visitors coming to visit our beaches during the Memorial Day weekend.

READY MIX USA

Patricia Hardman, of Coastal Community Association appeared before the Board to thank the Commissioners and staff for working so quickly to help Ready Mix USA keep their branch facility open in Gulf County.

DRAINAGE DITCHES – CAPE SAN BLAS

Patricia Hardman, of Coastal Community Association, thanked the Board for cleaning out the ditches on Cape San Blas Road.

MEETING NOTICES – BOCC

Patricia Hardman, of Coastal Community Association, inquired about notifications of the Board's special meetings. Clerk Norris reported that Special Meeting Notices are being emailed out, but the Agenda packets are now posted to the County's website for public review. Upon inquiry by Ms. Hardman, Clerk Norris explained the issues with emailing Agenda and Information packets and why they have been discontinued.

MEETING – COASTAL COMMUNITY ASSOCIATION

Patricia Hardman, of Coastal Community Association, reported that the Coastal Community Association meeting will be held on July 12, 2014 from 10:00 a.m. to 12:00 p.m., E.T. at the St. Joseph Bay County Club; inviting the public to attend.

There being no further business, and upon motion by Commissioner Yeager, second by Commissioner Smiley, and unanimous vote, the meeting did adjourn at 9:57 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**

PORT ST. JOE, FLORIDA**SPECIAL MEETING****JUNE 5, 2014**

The Gulf County Board of County Commissioners met this date in special session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Tan Smiley, and Warren Yeager, Jr.

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Central Services Director Denise Manuel, E9-1-1 Coordinator Ben Guthrie, Grant Coordinator Towan Kopinsky, Deputy Grant Coordinator Kari Summers, Mosquito Control Director Mark Cothran, County Planner David Richardson, Public Works Director Joe Danford, Sheriff Mike Harrison, Tax Collector Shirley Jenkins, and T.D.C. Executive Director Jennifer Jenkins.

Chairman McDaniel called the meeting to order at 10:01 a.m., E.T.

BUDGET

Chief Administrator Butler presented a handout of recommendations and considerations to the Board. He noted a possible increase in assessed values of two percent (2%) based on his conversation with Property Appraiser Mitch Burke. Mr. Butler advised the Board that HCRA, retirement, and other Board related expenses are increasing.

Chief Administrator Butler discussed finding a payroll system that is simpler to use for county employees and staff. He stated he did not want to change unless it saved time and money. Mr. Butler recommended getting proposals, reviewing with the Clerk, and coming back to the Board with a recommendation. As recommended, Commissioner McLemore motioned to advertise to receive sealed bids for a payroll system. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Chief Administrator Butler made a recommendation to solicit proposals from interested persons/firms to administer the County S.H.I.P. Program, to be paid from S.H.I.P. Funds. He noted original files would be maintained here and not go out. Commissioner Smiley motioned to solicit proposals from interested persons/firms to administer the County S.H.I.P. Program, to be paid from S.H.I.P. Funds. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler, Commissioner McLemore motioned to adopt a policy to do the minimum Florida Statutes require for advertising tax certificates. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler, Commissioner McLemore motioned to advertise to receive sealed bids for proposals to provide County E.M.S. Services. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Chief Administrator Butler discussed taking quotes, or allowing staff to periodically call providers in the region to get the best prices on fuel. Upon inquiry by Commissioner Yeager, Chief Administrator Butler noted the County does not have the capacity to get a tanker in here but that Public Works Director Danford has something in the upcoming budget that might facilitate this. Following discussion, Commissioner Yeager motioned to advertise to receive sealed bids from fuel providers to supply the County with gasoline and diesel. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler concerning our three (3) year lease on the phone system, Commissioner Yeager motioned to advertise to receive sealed bids for internet services, lease equipment, and administration/maintenance of the County VOIP phone system. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Chief Administrator Butler discussed adopting a proposed ordinance to require a County business license for all businesses in unincorporated Gulf County. Discussion ensued among Commissioners on the pros and cons of a county business license and to whom it would apply. After discussion, Commissioner McLemore motioned to draft a proposed ordinance requiring a County business license. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner Bryan voting no.

Chief Administrator Butler discussed implementing a MSBU (Municipal Service Benefit Unit) for garbage; noting the intent would be to place the garbage fee on the tax bill annually. Following discussion and recommendation by Chief Administrator Butler, Commissioner Yeager motioned to solicit proposals for a consultant to perform a study that will assist the county in the implementation of a MSBU funded mandatory garbage pickup program. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner McLemore voting no.

Chief Administrator Butler discussed requesting the City of Port St. Joe to reduce or eliminate CRA (Community Redevelopment Agency) proceeds for the upcoming and future years. Commissioner Bryan expressed concerns as to whether a CRA can be dissolved. After discussion, Commissioner McLemore motioned to add this topic to the Agenda for the upcoming joint meeting with the City of Port St. Joe. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler regarding monthly accrual vs annual accrual of annual leave and the cost savings to the County, Commissioner Yeager motioned to initiate a monthly accrual of annual leave instead of an annual accrual. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously. Mr. Butler noted the intent is to begin in January 2015. The Board had no objection to this effective date.

Chief Administrator Butler discussed reducing or eliminating outside agency funding. Upon inquiry by Commissioner McLemore, Chief Administrator Butler confirmed the county budgets \$48,600 to the Humane Society. Commissioner Yeager noted that some of these outside agencies save the county money and provide a service to the community. After discussion, Commissioner Yeager motioned to eliminate funding to the Chamber of Commerce, in the amount of \$10,000.00. Commissioner McLemore seconded the motion. Commissioner Smiley discussed issuing a permit and a fee to walk dogs on the beach. Commissioner Yeager noted the current update being performed on the beach ordinance, stating it can be addressed there. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Upon inquiry by Commissioner Yeager, Clerk Norris reported that a balanced budget will be provided by July 15, 2014 and workshops are to follow.

ECONOMIC DEVELOPMENT/AFFORDABLE HOUSING/INDUSTRIAL PARK

Chief Administrator Butler reported that Mildred Smith, of Florida Rural Veterans of America would like to rent the Industrial Park to train Veterans trades for employment, starting October 1, 2014 for \$4,000.00 per month, and to utilize a portion of the 200 acres (Land Use Agreement) of the affordable land located in Honeyville to build Affordable Housing. He requested approval from the Board to contact E.D.A. to see if this agency qualifies as a tenant at the Industrial Park site. Chief Administrator Butler stated that Ms. Smith will approach the Board at a later date regarding the land for affordable housing, noting Ms. Smith's offer of \$4,000.00 as rent is contingent upon the affordable housing component. After discussion, Commissioner Smiley motioned to proceed with notifying E.D.A. for approval of using the Industrial Park. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. Upon inquiry by Commissioner Bryan concerning the Letter of Intent and full funding agreement; Chief Administrator Butler stated the County does not have the money to put into it, noting the land would be the County's contribution. There being no public

comment, the motion then passed unanimously. Commissioner Smiley stated he would like to attend the next meeting with Florida Rural Veterans of America.

Chief Administrator Butler discussed housing E.D.A. at the T.D.C. Building. T.D.C. Executive Director Jenkins appeared before the Board to discuss T.D.C. member's concerns regarding office space, noting they are already at capacity. Commissioner Yeager discussed collaboration between E.D.A. and T.D.C. and the possible need to add on to the building; stating tourism is our economic driver and they should be working together. After further discussion, Chief Administrator Butler stated he will continue forward as planned to move E.D.A. to the T.D.C. Welcome Center building unless the Board directs otherwise. The Board had no objection.

GULF PINES PROPOSAL/CITY OF PORT ST. JOE

County Attorney Novak discussed the City of Port St. Joe's proposal regarding the property at the Gulf Pines Hospital site. He presented a cost estimate study (demolition costs, property tax costs, and rehabilitation costs) from the City of Port St. Joe for the Board's review. The Board agreed to add this topic to the upcoming meeting to discuss with the City of Port St. Joe.

There being no further discussion, upon motion by Commissioner McLemore, second by Commissioner Yeager, and unanimous vote, the meeting did then adjourn at 11:23 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

14 JUN 18 AM 9:58

Contract Number: 14HM-6B-02-33-01-406
Project Number: 4068-15-R

**MODIFICATION TO SUBGRANT AGREEMENT BETWEEN
THE DIVISION OF EMERGENCY MANAGEMENT AND
GULF COUNTY**

This Modification Number One made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and Gulf County ("the Recipient") to modify Contract Number 14HM-6B-02-33-01-406, dated February 14, 2014, ("the Agreement").

WHEREAS, the Division and the Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to the Recipient under the Hazard Mitigation Grant Program of \$198,750.00, in Federal Funds; and

WHEREAS, the Division and the Recipient desire to modify the Agreement; and

WHEREAS, the Agreement expired on May 13, 2014; and

WHEREAS, the Division and the Recipient desire to reinstate and extend the terms of the Agreement.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Agreement is hereby reinstated and extended as though it had never expired.
2. Paragraph 3 of the Agreement is hereby amended to read as follows:

This Agreement shall begin February 14, 2014, and shall end December 31, 2014, unless terminated earlier in accordance with the provisions of paragraph (12) of this Agreement.

3. The Budget and Scope of Work, Attachment A to the Agreement, are hereby modified as set forth in 1st Revised Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.
4. All provisions of the Agreement being modified and any attachments in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective on the date of execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

BCC APPROVED

DATE _____ D.C. _____

DATE 6-24-14 DE 22

IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

RECIPIENT: GULF COUNTY

By: _____

Name and Title: _____

Date: _____

**STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT**

By: _____

Name and Title: Bryan W. Koon, Director

Date: _____

1st Revised Attachment A

Budget and Scope of Work

Statement of Purpose

The purpose of this scope of work is to implement Phase I for the Gulf County Stumphole Revetment Project funded through the Hazard Mitigation Grant Program (DR-4068-015-R), as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA). The recipient, the Gulf County BOCC, shall conduct Phase I of this project which includes the preliminary engineering designs, calculations, construction documents, etc. for this project. No construction activities are approved at this time. The project is expected to protect adjacent property, citizens and infrastructure from future localized flooding. The recipient will complete the Phase I work in accordance with all applicable federal, state and local laws, regulations, and codes. All Phase I activities and deliverables must be complete and submitted to the state on or before December 31, 2014.

Tasks

Task 1

The recipient shall procure the services of a qualified and Florida licensed professional(s) and execute a contract with the selected bidder to complete the Phase I scope of work as approved by the Division and FEMA. The recipient shall select the qualified, Florida licensed professional(s) in accordance with the recipient's procurement policy. All procurement activities will contain sufficient source documentation and be in accordance with all applicable federal and state laws and regulations

The recipient shall ensure that no selected contractors or subcontractors are debarred or suspended from participating in federally funded projects.

The selected contractor shall have a current and valid occupational license/business tax receipt issued for the type of services being performed.

Task 2

The recipient, the Gulf County BOCC shall monitor and manage the Phase I portion of this project in accordance with the HMGP application and supporting documentation as submitted to the Division by the recipient and subsequently approved by the Division and FEMA. The Division and FEMA will render a Phase II determination upon completion of the review of Phase I deliverables. No construction activities are approved at this time.

This project is a Phase I approval of your application to design/engineer and permit 500 feet of rock revetment on the south end of Cape San Blas Road (State Road 30-E) in Gulf County, Florida to protect the roadway, infrastructure, and guarantee all property owners, business owners, and visitors have ingress/egress to their property. In addition it will protect the St. Joseph Bay from potential infiltration of wastewater from damaged infrastructure.

The recipient must consult with the U.S. Fish and Wildlife Service (USFWS) to confirm that the proposed project meets the requirements for exception under Section 6(a)(3) of the Coastal Barrier Resource Act (CBRA). If project is not exempt, the recipient shall consult with the USFWS for work in the CBRA zones.

The recipient must consult with the U.S. Army Corps of Engineers (USACE) and obtain all permits/and authorizations necessary to complete proposed work.

The recipient must consult with the Florida Department of Environmental Protection (FDEP) and obtain a Consolidated Joint Coastal Permit or confirmation that no permit is required. Any additional authorizations or permits that are necessary to complete the proposed work must also be obtained.

The recipient must consult with the Florida Fish and Wildlife Conservation Commission (FFWCC) for State-listed species or special concern.

The public must be notified of the intent to locate the proposed action in the floodplain or/and wetland. The notice must be published at least once in a local newspaper of general circulation. The public must be given at least fifteen days to comment. The recipient must meet federal requirements of notification.

All Phase I work will be completed in accordance with all applicable state, local and federal laws and regulations and documented, as appropriate.

Task 3

During the course of this agreement the recipient is required to submit requests for reimbursement. Adequate and complete source documentation is required to be submitted to support all costs (federal share and local share) related to the project. In some cases, all project activities may not be fully complete prior to requesting reimbursement of costs incurred in completion of this scope of work; however, a partial reimbursement may be requested.

The recipient is required to submit an Affidavit signed by the recipient's project manager or other authorized personnel with each reimbursement request attesting to the completion of the work, disbursements or payments were made in accordance with all agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.

The recipient must maintain accurate time records. The recipient must ensure invoices are accurate and any contracted services were rendered within the terms and timelines of this agreement. All supporting documentation must agree with the requested billing period. All costs submitted for reimbursement must contain adequate source documentation which may include but not be limited to: cancelled checks, paid bills and invoices, payrolls, time and attendance records, contract and subcontract documents.

Direct Expense: The recipient will pre-audit bills, invoices, and/or charges submitted by the contractors and subcontractors and pay the contractors and subcontractors for approved bills, invoices, and/or charges. Recipient will ensure that all contractor/subcontractor bills, invoices, and/or charges are legitimate and clearly identify the activities being performed and associated costs.

Administrative Expenses: The recipient shall pre-audit source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits must be clearly shown.

The Division will review all submitted requests for reimbursement for basic accuracy of information. Further, the Division will ensure that no unauthorized work was completed prior to the approved project start date by verifying vendor and contractor invoices. The Division will verify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measures are in compliance with the approved scope of work prior to processing any requests for reimbursement.

Review and approval of any third party in-kind services, if applicable, will be conducted by the Division in coordination with the recipient. Quarterly reports must be submitted by the recipient and received by the Division at the times provided in this agreement prior to the processing of any reimbursement.

Deliverables

Deliverable 1

The recipient will provide documentation demonstrating the results of the procurement process. This will include a rationale for the method of procurement and selection of contract type, contractor selection and/or rejection and bid tabulation and listing, and the basis of contract price.

The recipient will provide an executed "Debarment, Suspension, Ineligibility, Voluntary Exclusion Form" for each contractor and/or subcontractor performing services under this agreement.

Executed contracts with contractors and/or subcontractors will be provided to the Division by the recipient.

The recipient will provide copies of professional licenses for contractors selected to perform services.

The recipient shall provide a copy of a current and valid occupational license or business tax receipt issued for the type of services to be performed by selected contractor.

Deliverable 2

Upon completion of Task 2, the recipient will submit a final copy of the below documents and any necessary supporting documentation.

1. Engineering design and analysis, surveying, and Hydrologic and Hydraulic studies
2. Final construction plans and bid documents
3. Cost estimates to implement the designed project
4. All necessary Environmental and Historic Preservation compliance documents, as applicable
 - a. Latitude/longitude coordinates (in degrees) of the project area to include the beginning and end points of each project segment. Lat/long for staging area must be provided.
 - b. Aerial photograph showing the full detailed extent of the project footprint (square feet) and depth of ground disturbance (feet). Staging areas should be identified.
 - c. Clear, color and labeled photographs of all ground disturbing areas must be provided.
 - d. Clear, color and labeled maps including project location and topographical maps must be provided. Project area must be clearly indicated on each map.
 - e. Response letter from the USFWS verifying exemption to limitation on Federal expenditures or copy of authorization to work in the CBRA zones. If USFWS response dated 07/17/2013 included the 500-foot of additional revetment, confirmation of the review of additional work is required. If work is not exempt, copy of the USFWS response for work in the CBRA zone. Any conditions imposed by the USFWS shall be included in the final design plans, narrative and project implementation actions.

Division of Emergency Management (FDEM) for National Environmental Policy Act (NEPA) re-evaluation before starting project work.

- 3. If ground disturbing activities occur during construction, the recipient will monitor ground disturbance. In the event of an unexpected discovery involving an Undertaking that has affected a previously unidentified historic property, human remains, or affected a known historic property in an unanticipated manner, the recipient should cease all activities involving subsurface disturbance in the immediate vicinity of such discoveries and take all reasonable measures to avoid or minimize harm to the property. The recipient, or other designee, should contact the Florida Department State, Division of Historical Resources, Review and Compliance Section at 850.245.6333 or 800.847.7278, as well as the FDEM and FEMA. Project activities should not resume without verbal and/or written authorization for the Division of Historical Resources and FEMA. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, *Florida Statutes*

Financial Consequences

If the Gulf County BOCC fails to comply with any term of the award, the Division may take one or more of the following actions, as appropriate in the circumstances:

- 1. Temporarily withhold cash payments pending correction of the deficiency by the recipient;
- 2. Disallow all or part of the cost of the activity or action not in compliance;
- 3. Wholly or partly suspend or terminate the current award for the recipient's project;
- 4. Withhold further awards; or
- 5. Take other remedies that may be legally available.

This is FEMA project number **4068-15-R**, funded under HMGP-4068-DR-FL.

All Phase I activities and deliverables must be complete and submitted on or before **December 31, 2014**.

Schedule of Work

Phase I

Bidding and Contracting:	2	Months
<u>Engineering, environmental, feasibility study:</u>	<u>4</u>	<u>Months</u>
Total Period of Performance:	6	Months

Budget

Line Item Budget*

	<u>Project Cost</u>	<u>Federal Share</u>	<u>Local Share</u>
Phase I :			
Materials, Labor, Fees	\$265,000.00	\$198,750.00	\$66,250.00
Total Project Cost:	\$265,000.00	\$198,750.00	\$66,250.00

Funding Summary

Federal Share:	\$198,750.00	(75%)
Local Share:	\$ 66,250.00	(25%)
Total Phase I Project Cost:	\$265,000.00	(100%)

***The project cost is inclusive of administrative cost.*

**GULF COUNTY ECONOMIC DEVELOPMENT COALITION
(850) 340-1218**

MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: TOWAN KOPINSKY, INTERIM E.D.C. DIRECTOR
DATE: JUNE 16, 2014
TOPIC: MEMBERSHIP APPOINTMENTS – GULF COUNTY E.D.C.

The following members have agreed to serve on the newly established Gulf County Economic Development Coalition and, by this memorandum, I am requesting B.O.C.C. appointment of these members.

- WILLIE RAMSEY
- STEVE NEWMAN
- CHRISTY MCELROY
- PHIL MCCROAN
- MATT TERRY
- CLARA LANDRY
- JACK HUSBAND

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

14 JUN 18 AM 9:59

BCC APPROVED

DATE _____ D.C. _____

Consent 6/24/14

CONSENT
DATE 6-24-14 JK **29**

**BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA**

30

Kari Summers, Deputy Grant Coordinator

1000 CECIL G. COSTIN SR. BLVD., ROOM 312, PORT ST. JOE, FLORIDA 32456
PHONE: (850) 229-6144 / FAX (850) 229-9252 / EMAIL: ksummers@gulfcounty-fl.gov

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KARI, DEPUTY GRANT COORDINATOR
DATE: JUNE 16, 2014
**TOPIC: C.R. 386 STRIPING PROJECT
CONSTRUCTION BID #1314-16**

By this memo, I am requesting that the Board award Bid #1314-16 (for the construction phase of the C.R. 386 striping project) to the low bidder Southern States Pavement Markings, Inc. (S.S.P.M.I.) in the amount of \$154,457.28. The bid is well within the limits of the grant amount, and I have attached the bid tab sheet and a recommendation from Alday-Howell/Southeastern Consulting Engineers, Inc. (CEI/RCS) for this project.

BCC APPROVED

DATE _____ D.C. _____

14 JUN 18 AM 9:59

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

CONSENT
DATE 6-24-14 JK

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

JONNA BROWN
District 3

TAN SMILEY
District 4

WARREN J. YEAGER
District 5

30

Consent 6/24/14

Kari Summers

From: Towan Kopinsky [tkopinsky@gulfcountry-fl.gov]
Sent: Thursday, June 12, 2014 2:25 PM
To: Kari Summers
Subject: FW: CR 386 Signing & Pavement Marking
Attachments: DOC061214-061214-001.pdf

From: Gena Johnson <gena.johnson@southeasternce.com>
Date: Thu, 12 Jun 2014 12:29:31 -0500
To: Towan Kopinsky <tkopinsky@gulfcountry-fl.gov>
Cc: 'Travis Howell' <travis@aldayhowell.com>, 'Jack Husband' <jack.husband@southeasternce.com>
Subject: CR 386 Signing & Pavement Marking

Towan,

We have reviewed the bid for the CR 386 Signing and Pavement Marking project based on the information provided. We approve the low bid with the mathematical correction shown in the attached document. As shown an error of \$1,200 was made in the multiplication of the quantity and unit price. The correction brings the total base bid to \$154,457.28.

Please let us know what some good dates for the Preconstruction meeting and we will get it scheduled and the documents completed.

Thank You,

Gena Johnson, P.E.
Southeastern Consulting Engineers, Inc.
850-639-3860

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following total base bid prices:

ITEM	DESCRIPTION	QTY.	UNIT	BID UNIT PRICE	BID PRICE
GENERAL					
1	MOBILIZATION (10% of BID MAX)	1	LS	100. ⁰⁰	\$ 100. ⁰⁰
2	MAINTENANCE OF TRAFFIC	1	LS	100. ⁰⁰	\$ 100. ⁰⁰
GENERAL SUBTOTAL					\$ 200.⁰⁰
SIGNING AND PAVEMENT MARKING CONSTRUCTION					
3	REMOVE EXISTING PAVEMENT MARKINGS (SKIP)	0.329	GM	600. ⁰⁰	\$ 197.40
4	THERMOPLASTIC, STANDARD, WHITE, SOLID, 24"	24	LF	4. ⁰⁰	\$ 96. ⁰⁰
5	THERMOPLASTIC, STANDARD, WHITE, MESSAGE	2	EA	100. ⁰⁰	\$ 200. ⁰⁰
6	THERMOPLASTIC, STANDARD, WHITE, SOLID, 6"	38.449	NM	2370. ⁰⁰	\$ 91,124.13
7	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 6"	10.710	NM	2300. ⁰⁰	\$ 24,633. ⁰⁰
8	THERMOPLASTIC, STANDARD, YELLOW, SKIP, 6" (10'-30')	15.475	GM	670. ⁰⁰	\$ 10,368.25
9	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 18"	75	LF	1.50	\$ 112.50
10	8" X 24" AMBER RETROREFLECTIVE SHEETING	28	EA	12. ⁰⁰	\$ 336. ⁰⁰
11	SINGLE POST SIGN, REMOVE	54	AS	15. ⁰⁰	\$ 810. ⁰⁰
12	SINGLE POST SIGN, F&I, LESS THAN 12 SF WITH BATTERY OPERATED FLASHING LIGHT	4	AS	3125. ⁰⁰	\$ 12,500. ⁰⁰
13	SINGLE POST SIGN, F&I, LESS THAN 12 SF	66	AS	180. ⁰⁰	\$ 11,880. ⁰⁰
14	EXISTING RPM RUMBLE STRIPS, REMOVE	4	EA	100. ⁰⁰	\$ 400. ⁰⁰
15	THERMOPLASTIC RUMBLE STRIPS	8	PS	200. ⁰⁰	\$ 400. ⁰⁰
SIGNING AND PAVEMENT MARKING SUBTOTAL					\$ 153,057.²⁵
C.R. 386 SIGNING AND PAVEMENT MARKING BASE BID					\$ 153,257.²⁵
					\$ 154,457.²⁵

Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

Cultural, Heritage, Nature and Rural Tourism Grant Program

APPLICATION PERIOD: January 8, 2013 through February 18, 2013, 5:00 p.m., E.S.T.

Date received (VISIT FLORIDA use only)

2013-2014 Grant Application

This application is available online and is formatted to allow you to type information and save it to your computer. More lines will automatically appear, if needed. A typed application is required. All responses must appear in the designated space provided in this application. Applications will only be accepted January 8, 2013 through February 18, 2013 by 5:00 p.m. E.S.T. No exceptions will be made for late entries! Please be sure to carefully review the grant guidelines prior to filling out the application.

APPLICANT NAME (Organization): Gulf County Tourist Development Council

PROJECT NAME: Gulf County Visitor Guide

VISIT FLORIDA PARTNER REPRESENTATION:

* Applicant must be a VISIT FLORIDA Partner. [X] Yes Partner ID No. 38757 [] No

*To verify whether you are a VISIT FLORIDA Partner or to become one, please call (877) 435-2872

List other VISIT FLORIDA Partners involved with this project: (The not-for-profit lead Partner must partner with one or more county and/or VISIT FLORIDA Partner to be eligible)

GRANT CATEGORY (for which you are applying): (Check only one)

- [X] Marketing Amount: \$5,000 (Maximum \$5,000)
[] Image Development Amount: \$ (Maximum \$5,000)
[] Tourism Education Amount: \$ (Maximum \$2,000)

FILED FOR RECORD REBECCA L. NORRIS CLERK OF CIRCUIT COURT GULF COUNTY, FLORIDA 14 JUN 18 AM 11:08

ORGANIZATION DESIGNATION*: (Check only one)

- [X] 1. Public entity governed by a county, municipality, school district, community college, college, university or an agency of state government.
[] 2. A not-for-profit, tax-exempt Florida corporation. If you checked #2, then you must supply a photocopy of your designation document with your application.

* For-profit companies are ineligible to be the lead applicant.

CERTIFICATION:

I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge and that I will abide by all legal, financial and reporting requirements, such as matching funds and completed projects, for all grants received from VISIT FLORIDA. I agree that if all of the grant requirements for reimbursement are not received by the stated deadline (May 31, 2014), the grant will automatically become ineligible. Application must be signed by the chief executive officer/executive director from the above referenced not-for-profit entity.

Authorized signature: [Signature]
Printed name: [Name]

Executive Director
Title: [Title]
Date: 2/22/13

BCC APPROVED
DATE: [Date] D.C. [Date]

Cultural, Heritage, Nature and Rural Tourism Grant Program

CONTACT INFORMATION:

FEID: 59-6000627

(Already on file with VISIT FLORIDA) Yes

Address: 150 Captain Fred's Place

Port St. Joe, FL 32456

Telephone: 850-229-7800

Fax: 850-229-2458

Contact Person: Kelli Jackson

Contact Person Email: kelli@visitgulf.com

Contact Person Address: 150 Captain Fred's Place, Port St. Joe, FL 32456

Contact Person Telephone: 850-229-7800

Fax: 850-229-2458

PROJECT INFORMATION:

Project Name: Gulf County Visitor Guide

Start Date: August / 2013 (Month/Year)

End Date: February / 2014 (Month/Year)

Date of Festival or Event (if applicable): N/A (Day/Month/Year)

- **All projects must begin and be completed between July 1, 2013 – May 31, 2014.**

Has this project previously received a grant from VISIT FLORIDA? If so, when was it received and what type of grant was it? Be sure to attach ROI information for previous year(s).

The 2011-2012 Gulf County Visitor Guide earned a Silver Flagler Award and a Local Addy Award. Demand for guides increased from 65,000 in 2011-2012 to 85,000 plus in 2012-2013. Bed tax revenues increased by 12.4% from 2010-2011 to 2011-2012.

Date: Yes

Grant Type: Marketing

Project Name: Gulf County Visitor Guide

PROJECT FUNDING:

Total Project Budget (total cost of expenses)

\$118,500

Matching Funds or In-Kind Services provided (where applicable)

\$N/A

Please explain source of matching funds, dollar-for-dollar and/or in-kind services (as applicable).

Demonstrate economic need:

RACEC community

Cultural, Heritage, Nature and Rural Tourism Grant Program

PROJECT BUDGET:

Budget information **must** appear in the form below. Round amounts to the dollar; do not show cents. Be sure to double-check your arithmetic; math errors on this form may result in not requesting the full amount allowed.

EXPENSES	DOLLAR AMOUNT
CONTRACTED SERVICES	\$ N/A
Artistic Fees	\$ 6,000
Technical/Production Fees	\$ 1,500
Printing	\$ 70,000
Shipping	\$ 40,000
Travel	\$ 1,000
Marketing	\$ N/A
Other	\$ N/A
TOTAL:	\$ 118,500
*Please note that all expenses are offset by projected bed tax revenue	

INCOME	DOLLAR AMOUNT
ANTICIPATED VISIT FLORIDA GRANT	\$ 5,000
Private Support	\$ N/A
Foundation Support	\$ N/A
Government Support-Federal	\$ N/A
Government Support-State/Regional	\$ N/A
Government Support-Local/County	\$ N/A
Admissions/Membership Fees	\$ 28,000
*In-Kind Services Donated	\$ N/A
*In-Kind Services Donated - Rural	\$ N/A
Advertising	\$ N/A
Other	\$ N/A
TOTAL:	\$ 33,750

PROJECT BUDGET DETAIL:

A description for each line item listed under "expenses" and "income" under the Project Budget **must** appear in this form. Each line item detailed in this section must correspond and match the line item figures listed above. The budget detail must also indicate specifically where grant funds will be spent.

Expenses:

Contracted Services: N/A

Artistic Fees: \$6,000 Visitor Guide Design

Technical/Production Fees: \$800 Proofing
\$700 Color Correcting

Printing: \$70,000 Printing of 85,000 guides minimum

Shipping: \$40,000 Shipping of guides to welcome centers, airports, visitor leads

Travel: \$1,000 Travel to press run

Marketing: N/A

Other: N/A

Cultural, Heritage, Nature and Rural Tourism Grant Program

Income:

Anticipated VISIT FLORIDA Grant: \$5,000

Private Support: N/A

Foundation Support: N/A

Government Support-Federal: N/A

Government Support-State/Regional: N/A

Government Support-Local/County: N/A

Admissions/Membership Fees: \$28,000 Partner Program

In-Kind Services Donated: N/A

In-Kind Services Donated – Rural: N/A

Advertising: N/A

Other: N/A

PROJECT INFORMATION AND DETAIL:

Responses should appear in the spaces provided; more lines will appear automatically, if needed.

Briefly describe the project in clear and concise terms:

Located in Northwest Florida, Gulf County boasts 43 miles of natural shoreline and stunning inland waterways. Production and distribution of 85,000 plus Gulf County Visitor Guides will help promote this rural area by showing off its attributes. Guides will be distributed at Florida Welcome Centers, airports and 20 county kiosks. Guides are also shipped to nearly 20,000 visitor leads across the nation, as well as to other countries. A digital version of the guide will be placed on the Gulf County TDC website in order to reach more potential visitors. This project will showcase this county in an attractive way to draw visitors here and ultimately increase bed tax revenues and tourism related sales.

Detail your strategy for marketing the proposed program:

The Gulf County Visitor Guide will be distributed at Florida Welcome Centers, airports and 20 county kiosks. Guides will also be shipped to nearly 20,000 visitor leads across the nation, as well as to other countries. They will also be included in welcome packages at events that draw out of town participants.

If this is a repeat project, provide results of at least one (1) method of tracking or measuring ROI:

The Gulf County TDC's primary source of measuring ROI is through bed tax collections. Gulf County bed tax collections have increased by 12.4% from 2010-2011 to 2011-2012. Leads for the Gulf County TDC were up by 128.89% from 2011 to 2012 and Welcome Center Visitors were up by 71.78% from 2011 to 2012. This can be attributed to the Gulf County Visitor guide as it is the main form of marketing for the area.

Being as specific as possible, explain the potential generation of future business in Florida or local areas resulting from the proposed program. If applying for an Image Development Grant, describe this based on the inclusion of the images/video in future marketing projects: (**Please note**. A written release from the photographer/videographer must accompany the reimbursement request. Sample release letter included with the Grants Program package)

Cultural, Heritage, Nature and Rural Tourism Grant Program

Production and distribution of the Gulf County Visitor Guide will increase awareness of this area to potential visitors. There will be an expected increase in bed tax revenues as well as revenue for restaurants and other tourism related entities. This is extremely important for our area as Gulf County is a RACEC community and tourism is our main industry.

Demonstrate plans to use at least one (1) method of tracking or measuring ROI:

ROI will be measured by tracking bed tax collections, visitor leads, web statistics and performance of tourism related entities.

Detail your plan for implementing the proposed program, including timeframe and marketing:

The production of the Gulf County Visitor Guide will begin in Fall 2013 with acquiring new photos and updating content. Design of the guide will begin in October 2013 and be finalized in December 2013. The guide will go to press in December 2013 – January 2014 and will be distributed throughout the 2014 calendar year.

Please outline support of participating local governments and/or non-profit organizations for the grant project and attach letters of support. Please review the grant tutorial for tips on how to demonstrate support, by visiting www.VISITFLORIDA.org/grants and clicking Cultural Heritage and Nature Tourism Grant Program.

Mel Magidson - Mayor of the City of Port St. Joe, Don Butler - Chief Administrator of Gulf County, FL.
David Warriner - Tapper Foundation.

If applying for an Image Development Grant, give names and locations of possible photographers/videographers and outline itinerary for photo shoot/filming with dates and locations:

N/A

Describe the expected project benefits:

Production and distribution of the Gulf County Visitor Guide will increase awareness of the area to potential visitors. There will be an expected increase in bed tax revenues as well as revenue for restaurants and other tourism related entities. This is extremely important for this area as Gulf County is a RACEC community and tourism is the main industry.

Name the counties directly involved in the project: Gulf

List the population of each county/ municipality referenced above: 15,907

Provide source of county statistics listed in the previous response: 2012 Estimate by the Florida Legislature, Office of Economic and Demographic Research.

Cultural, Heritage, Nature and Rural Tourism Grant Program

For additional information, please contact:

Susan Gale
Grants Coordinator
VISIT FLORIDA
2540 W. Executive Center Circle, Suite 200
Tallahassee, FL 32301
(850) 205-3857
chntgrant@VISITFLORIDA.org

CHRN Grants Program Package

Acceptance of Compliance with Guidelines for Reimbursement. (Must be signed and returned with the application.)

Please note the new guidelines for grant reimbursement:

- There will be a decrease in the grant reimbursement of 20% for submitting the reimbursement after the closing date. (If an application is being submitted after the closing date, approval in writing from VISIT FLORIDA must show that the extension has been granted.) The grant submission will continue to require the original match requirements, regardless of a decrease in reimbursement.
- There will be a one-time only chance to resubmit correct paperwork after the reimbursement request has been received by VISIT FLORIDA. If the documents continue to be incorrect after the resubmission the grant will be withdrawn.
- If a grant is not submitted correctly and in full by the final date, any grants that have been awarded to that particular entity for the next fiscal year will be withdrawn.
- There will be a two year black-out period from all of the VISIT FLORIDA grants processes for those who forfeit a grant outside an allotted time period. (Within one month of the award date)
- Partners must be current in their Partnership dues to be eligible to apply for the grant.
- Partners must be current in their Partnership dues at the time of reimbursement of the grant.
- VISIT FLORIDA staff is available for help with the application and reimbursement process, but cannot be asked to approve the project before submission. The final approval of all submissions is made by our Accounting team after all financial and supporting documents have been approved.

Please initial each item below:

In order to receive reimbursement, all projects/programs receiving a grant must:

-  1. Not begin until the grant is awarded (July 1, 2013) and the contract executed. An electronic purchase order, together with an electronic version of the designated grants logo will be sent by email to all grant awardees by July 1, 2013. The purchase order number must be shown on all future correspondence during the grant cycle.
-  2. Be completed in the fiscal year in which the grant is awarded.

CHRN Grants Program Package

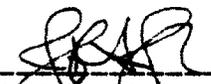
3. Display the VISIT FLORIDA logo in compliance with the brand guidelines, include www.VISITFLORIDA.com as a call to action and acknowledge that the project has received financial assistance from VISIT FLORIDA on behalf of Enterprise Florida, Inc. **This project received financial assistance from VISIT FLORIDA®.**

VISITFLORIDA

4. **All project costs must be paid in full.** Invoices should be attached to proof of payment, in full, of the invoice. Proof of payment will include either copy of cancelled check (back and front), copy of bank or credit card statement. VISIT FLORIDA will no longer accept multiple pages of bank statements which have no connection to the grant.
5. Demonstrate matching funds or in-kind services (where applicable) and the source and amount of the funds. In-kind services must be demonstrated by providing detailed hourly breakdown.

.....
Authorized signature (person signing the grant application)

I have read and understand the rules and guidelines for the CHRN Marketing, Image Development and Tourism Education Grants Program package for FY July 1, 2013 through May 31, 2014, and agree to comply as stated.



Authorized Signature
Jennifer Jenkins
Printed Name
Executive Director
Title

Cultural, Heritage, Nature and Rural Tourism Grant Program

APPLICATION PERIOD: January 8, 2014 through February 18, 2014, 5:00 p.m., E.S.T.

Date received _____ (VISIT FLORIDA use only)

2014-2015 Grant Application

This application is available online at VISITFLORIDA.org/grants, and is formatted to allow you to type information and save it to your computer. More lines will automatically appear, if needed. A typed application is required. All responses must appear in the designated space provided in this application. Applications will only be accepted January 8, 2014 through February 18, 2014 by 5:00 p.m. E.S.T. No exceptions will be made for late entries!

Please be sure to carefully review the grant guidelines prior to filling out the application.

APPLICANT NAME (Organization): Gulf County Tourist Development Council

PROJECT NAME: Gulf County Visitor Guide 2015

VISIT FLORIDA PARTNER REPRESENTATION:

* Applicant must be a VISIT FLORIDA Partner. [X] Yes [] No

List other VISIT FLORIDA Partners involved with this project: Forgotten Coast Cultural Coalition (The not-for-profit lead Partner should partner with one or more county and/or VISIT FLORIDA Partner to be eligible. If no VISIT FLORIDA Partners are involved, lower scoring of the grant can be anticipated)

GRANT CATEGORY (for which you are applying): (Check only one)

[X] Marketing Amount: \$5000 (Maximum \$5,000)

[] Tourism Education Amount: \$ (Maximum \$2,000)

FILED FOR RECORD REBECCA L. NORRIS CLERK OF CIRCUIT COURT GULF COUNTY, FLORIDA 14 JUN 18 AM 11:08

ORGANIZATION DESIGNATION*: (Check only one)

- [X] 1. Public entity governed by a county, municipality, school district, community college, university or an agency of state government. [] 2. A not-for-profit, tax-exempt Florida corporation. If you checked #2, then you must supply a photocopy of your designation document with your application.

* For-profit companies are ineligible to be the lead applicant.

CERTIFICATION:

I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge and that I will abide by all legal, financial and reporting requirements, such as matching funds and completed projects, for all grants received from VISIT FLORIDA. I agree that if all of the grant requirements for reimbursement are not received by the stated deadline (June 15, 2015), the grant will automatically become ineligible. Application must be signed by the chief executive officer/executive director from the above referenced not-for-profit entity.

Authorized signature [Signature] Printed name [Name]

Executive Director Title Date 2/18/14

BCC APPROVED DATE _____ D.C. _____

Cultural, Heritage, Nature and Rural Tourism Grant Program

CONTACT INFORMATION:

FEID: 59-6000627
 (Already on file with VISIT FLORIDA) Yes _____

Address: 150 Captain Fred's Place _____

Port St. Joe, FL 32456 _____

Telephone 850-229-7800 _____ Fax: 850-229-2458 _____

Contact Person: Kelli Jackson _____

Contact Person Email kelli@visitgulf.com _____

Contact Person Address: 150 Captain Fred's Place, Port St. Joe, FL 32456 _____

Contact Person Telephone 850-229-7800 _____ Fax: 850-229-2458 _____

PROJECT INFORMATION:

Project Name: Gulf County Visitor Guide 2015 _____

Start Date: August / 2014 (Month/Year) End Date February / 2015 (Month/Year)

Date of Festival or Event (if applicable): N/A (Day/Month/Year)

- **All projects must begin and be completed between July 1, 2014 – June 15, 2015. If the project is not due to be completed by June 15, 2015, please call the Grants Coordinator for an extension to the reimbursement application date.**

Has this project previously received a grant from VISIT FLORIDA? If so, when was it received and what type of grant was it? Be sure to attach ROI information for previous year(s).

The 2011-2012 Gulf County Visitor Guide earned a Silver Flagler Award and a Local Addy Award. Demand for guides increased from 65,000 in 2011-2012 to 85,000 plus in 2012-2013. Bed tax revenues increased by 12.4% from 2010-2011 to 2011-2012 and by 14% from 2011-2012 to 2012-2013.

Date: Yes _____ Grant Type: Marketing _____

Project Name: Gulf County Visitor Guide (2012 & 2014) _____

PROJECT FUNDING:

Total Project Budget (total cost of expenses) \$118,500 _____

Matching Funds or In-Kind Services provided (where applicable) \$N/A _____

Please explain source of matching funds, dollar-for-dollar and/or in-kind services (as applicable).

Demonstrate economic need:

RACEC community _____

Cultural, Heritage, Nature and Rural Tourism Grant Program

PROJECT BUDGET:

Budget information **must** appear in the form below. Round amounts to the dollar; do not show cents. Be sure to double-check your arithmetic; math errors on this form may result in not requesting the full amount allowed.

EXPENSES	DOLLAR AMOUNT
CONTRACTED SERVICES	\$ N/A
Artistic Fees	\$ 6,000
Technical/Production Fees	\$ 1,500
Printing	\$ 70,000
Shipping	\$ 40,000
Travel	\$ 1,000
Marketing	\$ N/A
Other	\$ N/A
TOTAL:	\$ 118,500

INCOME	DOLLAR AMOUNT
ANTICIPATED VISIT FLORIDA GRANT	\$ 5,000
Private Support	\$ N/A
Foundation Support	\$ N/A
Government Support-Federal	\$ N/A
Government Support-State/Regional	\$ N/A
Government Support-Local/County	\$ N/A
Admissions/Membership Fees	\$ 30,000
*In-Kind Services Donated	\$ N/A
*In-Kind Services Donated - Rural	\$ N/A
Advertising	\$ N/A
Other	\$ N/A
TOTAL:	\$ 35,000

PROJECT BUDGET DETAIL:

A description for each line item listed under "expenses" and "income" under the Project Budget **must** appear in this form. Each line item detailed in this section must correspond and match the line item figures listed above. The budget detail must also indicate specifically where grant funds will be spent.

Expenses:

Contracted Services: N/A

Artistic Fees: \$6,000 Visitor Guide Design

Technical/Production Fees: \$800 Proofing
\$700 Color Correcting

Printing: \$70,000 Printing of 75,000 guides

Shipping: \$40,000 shipping of guides to welcome centers, airports, visitor leads

Travel: \$1,000

Marketing: N/A

Other: N/A

Income:

Anticipated VISIT FLORIDA Grant: \$5,000

Cultural, Heritage, Nature and Rural Tourism Grant Program

Private Support: N/A

Foundation Support: N/A

Government Support-Federal N/A

Government Support-State/Regional: N/A

Government Support-Local/County: N/A

Admissions/Membership Fees: \$30,000 Partner Program

In-Kind Services Donated: N/A

In-Kind Services Donated – Rural: N/A

Advertising: N/A

Other: N/A

PROJECT INFORMATION AND DETAIL:

Responses should appear in the spaces provided; more lines will appear automatically, if needed.

Briefly describe the project in clear and concise terms:

Located in Northwest Florida, Gulf County boasts 43 miles of natural shoreline and stunning inland waterways. Production and distribution of 75,000 plus Gulf County Visitor Guides will help promote this rural area by showing off its attributes. Guides will be distributed at Florida Welcome Centers, airports and 20 county kiosks. Guides are also shipped to nearly 20,000 visitor leads across the nation, as well as to other countries. A digital version of the guide will be placed on the Gulf County TDC website in order to reach more potential visitors. This project will showcase this county in an attractive way to draw visitors here and ultimately increase bed tax revenues and tourism related sales.

Detail your strategy for marketing the proposed program:

The Gulf County Visitor Guide will be distributed at Florida Welcome Centers, airports and 20 county kiosks. Guides will also be shipped to nearly 20,000 visitor leads across the nation, as well as to other countries. They will also be included in welcome packages at events that draw out of town participants.

If this is a repeat project, provide results of at least one (1) method of tracking or measuring ROI:

The Gulf County TDC's primary source of measuring ROI is through bed tax collections. Gulf County bed tax collections have increased by 12.4% from 2010-2011 to 2011-2012 and by 14% from 2011-2012 to 2012-2013. Welcome Center Visitors were up by 71.78% from 2011 to 2012 and 14% from 2011-2012 to 2012-2013. This can be attributed to the Gulf County Visitor guide as it is a main form of marketing for the area.

Being as specific as possible, explain the potential generation of future business in Florida or local areas resulting from the proposed program. If using the grant for image/photo/video development, describe this based on the inclusion of the images/video in future marketing projects: (**Please note:** A written release from the photographer/videographer must accompany the reimbursement request. Sample release letter included with the Grants Program package)

Cultural, Heritage, Nature and Rural Tourism Grant Program

Production and distribution of the Gulf County Visitor Guide will increase awareness of this area to potential visitors. There will be an expected increase in bed tax revenues as well as revenue for restaurants and other tourism related entities. This is extremely important for our area as Gulf County is a RACEC community and tourism is our main industry.

Demonstrate plans to use at least one (1) method of tracking or measuring ROI:

ROI will be measured by tracking bed tax collections, visitor leads, web statistics and performance of tourism related entities.

Detail your plan for implementing the proposed program, including timeframe and marketing:

The production of the Gulf County Visitor Guide will begin in Fall 2014 with acquiring new photos and updating content. Design of the guide will begin in October 2014 and be finalized in December 2014. The guide will go to press in December 2014 – January 2015 and will be distributed throughout the 2015 calendar year.

Please outline support of participating local governments and/or non-profit organizations for the grant project and attach letters of support. Please review the grant tutorial for tips on how to demonstrate support, by visiting www.VISITFLORIDA.org/grants and clicking Cultural, Heritage, Rural and Nature Grant Program.

Jim Anderson, City Manager of Port St. Joe, FL. Gail Alsobrook, Executive Director of Port St. Joe Redevelopment Agency. Michael McKenzie, Secretary Coastal Songwriters Education Coalition

Describe the expected project benefits:

Production and distribution of the Gulf County Visitor Guide will increase awareness of the area to potential visitors. There will be an expected increase in bed tax revenues as well as revenue for restaurants and other tourism related entities. This is extremely important for this area as Gulf County is a RACEC community and tourism is the main industry.

Name the counties directly involved in the project: Gulf

List the population of each county/ municipality referenced above: 15,907

Provide source of county statistics listed in the previous response: 2012 Estimate by the Florida Legislature, Office of Economic and Demographic Research

For additional information, please contact:

Susan Gale
Grants Coordinator
VISIT FLORIDA
2540 W. Executive Center Circle, Suite 200
Tallahassee, FL 32301
(850) 205-3857
sgale@VISITFLORIDA.org

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

Initiating Department: Wewahitchka Search & Rescue

Check type of Activity below:

Asset Acquisition
 Asset Purchase

Amount	Invoice#	Invoice Date	Vendor Name
<i>Attach a copy of this form to the invoice when submitting to the Clerk's Office for payment</i>			

Asset Donation

Donation From	Asset Description	Value

Improvement to Existing Asset

Describe the Need For and Description Of the Improvement, Attach a copy if necessary

Asset Transfer To

Receiving Department -- Name _____

Surplus (useable condition but no longer needed by Department)

Asset Disposal

<input type="checkbox"/> Retired (check reason)	Retirement Reason:	<input type="checkbox"/> Obsolete / No longer needed
<input type="checkbox"/> Sold		<input checked="" type="checkbox"/> Non-Repairable
<input type="checkbox"/> Trade-in		<input type="checkbox"/> Repair Not Cost Effective
<input type="checkbox"/> Donate		<input checked="" type="checkbox"/> Cannibalized
<input type="checkbox"/> Return to other Government		<input type="checkbox"/> Other

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 14 JUN 16 AM 10:53

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
Wewa SAR, Wewa	125-10	1984 15' Mitchcraft boat	DL115238M84K
		FL1205FF; Asset #2875; Title# 0089121408	

Enter Information for Vehicles, Heavy Equipment, Trailers (Use Attachment if needed)			
Vehicle Tag Number	Year, Make Model	Vehicle Identification No.	Odometer Miles

Other Information :

<p align="center">Department / Location Approval</p> <p align="center"><i>Forms not properly signed or incomplete forms will be returned to the Department</i></p> <p> Department Head Signature</p> <p align="right"><u>6/9/14</u> Date</p> <p><small>* As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.</small></p>	<p align="center">Board of County Commissioners Consent Agenda Approval</p> <p align="center">_____ Date</p> <p align="center"><small>Approval must be obtained before transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda</small></p>
--	---

Office of the Clerk of Circuit Court

Asset Tag# _____ Asset Record Updated _____ Copy Returned to Department _____

BCC APPROVED
DATE _____ D.C. _____

CONFIDENTIAL
 DATE 6-24-14 JK **47**

INVOICE 271 0071086 DATE 5/13/14 PAYMENT TERMS CHARGE PURCHASE ORDER 4160-1 CONTRACT # 533734

S H I P T O
864498
GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS
PORT SAINT JOE FL 32456

B I L L T O
864498
GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS
PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3210

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		LOGO MAT 3X5 GULF CO		6	30.00			2/11	6	
		LOGO MAT 4X6 GULF CO		5	36.75			2/11	5	
		DISPENSER 2000M SOAP		2				3/10		
		SUPROMX HVDYDUTY HND		2	5.50			3/10		
INVOICE SUB-TOTAL					72.25					

TOTAL SERVICE CHANGES

AMOUNT DUE 72.25

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN K. Collinsworth

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

Stu Mad

*Thanks,
Ray*

LL

Courthouse Maintenance
281712- 52

BCC APPROVED
DATE _____ D.C. _____

FILED FOR RECORDS
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
2014 JUN -5 PM 5:10
2014 MAY 22 AM 10:31

CONSENT
DATE: 6-24-14 LL

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER COPY

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT #
271 0071637 5/20/14 CHARGE 4160-1 49

S H I P T O
864498
GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS
PORT SAINT JOE FL 32456

B I L L T O
864498
GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS
PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		LOGO MAT 3X5 GULF CO		6	30.00				2/11	
		LOGO MAT 4X6 GULF CO		5	36.75				2/11	
		DISPENSER 2000M SOAP		2					3/10	
		SUPROMX HVYDUTY HND		2	5.50				3/10	
		SUPROMX HVYDUTY HND		2					3/10	
		INVOICE SUB-TOTAL			72.25					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE			<u>72.25</u>					

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

2014 JUN -5 PM 5:10

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

K. Collinsworth

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

2014 MAY 22 AM 10:38

BILL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

[Signature]

Stu Mc...

Courthouse Maintenance
281712-52

BCC APPROVED

DATE _____ D.C. _____

CONSENT
DATE: 6-24-11

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC

CUSTOMER COPY

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT #
 271 0072166 5/27/14 CHARGE 4160-1 # 633734

S H I P T O
 864498
 GULF COUNTY DUST ACCOUNT
 1000 CECIL G COSTIN BLVD
 LYNN STEPHENS
 PORT SAINT JOE FL 32456

B I L L T O
 864498
 GULF COUNTY DUST ACCOUNT
 1000 CECIL G COSTIN BLVD
 LYNN STEPHENS
 PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3210

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		LOGO MAT 3X5 GULF CO		6	30.00			2/11	6	
		LOGO MAT 4X6 GULF CO		5	36.75			2/11	5	
		DISPENSER 2000M SOAP		2				3/10		
		SUPROMX HVYDUTY HND		2	5.50			3/10		
INVOICE SUB-TOTAL					72.25					

TOTAL SERVICE CHANGES

AMOUNT DUE

72.25

THIS IS YOUR ONLY INVCE-- NET 30 DAYS. PLEASE SIGN

X Sherry Law

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

Ste Mat

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2014 JUN -5 PM 4:45

Courthouse Maintenance
 281712-52

BCC APPROVED
 DATE _____ D.C. _____

CONSENT
 DATE: 6-24-14 LL

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER COPY

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT #
271 0072709 6/03/14 CHARGE 4160-1 51 # 633734

S H I P T O
864498
GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS
PORT SAINT JOE FL 32456

B I L L T O
864498
GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS
PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3210

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		LOGO MAT 3X5 GULF CO		6	30.00			2/11	6	
		LOGO MAT 4X6 GULF CO		5	36.75			2/11	5	
		DISPENSER 2000M SOAP		2				3/10		
		SUPROMX HVDUTY HND		2	5.50			3/10		
INVOICE SUB-TOTAL					72.25					

TOTAL SERVICE CHANGES

AMOUNT DUE

72.25

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

X K. Colinsworth

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

Steve Mark

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
2014 JUN -5 PM 4:45

Courthouse Maintenance
281712- 52

BCC APPROVED

DATE _____ D.C. _____

CONSENT
DATE: 6-24-14 LL

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER COPY

INVOICE NUMBER 271 0072165
 INVOICE DATE 5/27/14
 CUSTOMER# (BILL TO) 864495
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32413

52

RTE# B3220



PAYMENT AMOUNT \$

2710072165V

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 001
 17740 ASHLEY DR. STE 107 PANAMA CITY BEACH FL 32413

INVOICE 271 0072165 DATE 5/27/14 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

S H I P
 864495
 GULF COUNTY
 100 FL 71
 T STEVE MORK
 O PORT SAINT JOE FL 32456

B I L L
 864495
 GULF COUNTY
 100 FL 71
 T STEVE MORK
 O PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3220

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0001	1	STEVE MORK S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0002	2	LUTHUS HAND S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.86			3/10		
0004	3	STACY HANLON S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0005	4	BILL HAUN S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0006	5	RAYMOND HART S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0007	6	PATRICK CARPENTER S. S. SHIRT-65/35 JEAN RELAX FIT-100%			5.04			3/10		
0009	7	SAM BROWN S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0010	8	TEDDY KEMP S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0012	9	TONY PRICE S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		

BOARD OF COUNTY COMMISSIONERS
 2014 JUN -3 AM 3:05
 GULF COUNTY

2014 JUN -5 PM 4:42
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA

52

INVOICE NUMBER 271 0072165
 INVOICE DATE 5/27/14
 CUSTOMER# (BILL TO) 864495
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32413

53

RTE# B3220



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 002
 17740 ASHLEY DR. STE 107 PANAMA CITY BEAC FL 32413

INVOICE 271 0072165 DATE 5/27/14 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

S
H
I
P
T
O
864495
GULF COUNTY
100 FL 71
STEVE MORK
PORT SAINT JOE FL 32456

B
I
L
L
T
O
864495
GULF COUNTY
100 FL 71
STEVE MORK
PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586 RTE# B3220

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED QTY.	BILLED AMOUNT	TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
-----------	----------	------------------------	----------	-------------	---------------	------------	-------------	----------	-----------	---------

INVOICE SUB-TOTAL 42.03

TOTAL SERVICE CHANGES _____

AMOUNT DUE 42.03

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

Sherry Paul

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

FILED IN RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2014 JUN -5 PM 4:42

APPROVED FOR PAYMENT
 Date 6/5/14 D.H. LP
 Acct. # _____

BCC APPROVED
 DATE _____ D.C. _____

CONSENT
 DATE: 6-24-14 SK

53

INVOICE NUMBER 271 0072708
 INVOICE DATE 6/03/14
 CUSTOMER# (BILL TO) 864495
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 324154



PAYMENT AMOUNT \$ _____

2710072708Y

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 001
 17740 ASHLEY DR. STE 107 PANAMA CITY BEAC FL 32413

INVOICE 271 0072708 DATE 6/03/14 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

S 864495
H GULF COUNTY
I 100 FL 71
P
T STEVE MORK
O PORT SAINT JOE FL 32456

B 864495
I GULF COUNTY
L 100 FL 71
L
T STEVE MORK
O PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# 83220

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0001	1	STEVE MORK S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0002	2	LUTHUS HAND S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.86			3/10		
0004	3	STACY HANLON S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0005	4	BILL HAUN S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0006	5	RAYMOND HART S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0007	6	PATRICK CARPENTER S. S. SHIRT-65/35 JEAN RELAX FIT-100% C			5.04			3/10		
0009	7	SAM BROWN S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0010	8	TEDDY KEMP S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0012	9	TONY PRICE S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		

BOARD OF COUNTY COMMISSIONERS
 2014 JUN 03 AM 9:04
 GULF COUNTY

2014 JUN -5 PM 4:42
 GULF COUNTY
 CLERK OF COURT
 PERRY PRESSON

8610028088 ©2007 HH Donnelley. All rights reserved - Ubb7

INVOICE NUMBER 271 0072708
 INVOICE DATE 6/03/14
 CUSTOMER# (BILL TO) 864495
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32455



PAYMENT AMOUNT \$ _____

2710072708Y

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 002
 17740 ASHLEY DR. STE 107 PANAMA CITY BEAC FL 32413

INVOICE 271 0072708 DATE 6/03/14 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

S 864495
H GULF COUNTY
I 100 FL 71
P
T STEVE MORK
O PORT SAINT JOE FL 32456

B 864495
I GULF COUNTY
L 100 FL 71
L
T STEVE MORK
O PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

850/233-8586

RTE# 83220

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					

INVOICE SUB-TOTAL 42.03

TOTAL SERVICE CHANGES

AMOUNT DUE

42.03

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

[Signature: K. Collinsworth]

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

FILED FOR RECORD
 KEBECAL MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY FLORIDA

2014 JUN -5 PM 4:43

APPROVED FOR PAYMENT

Date 6/5/14 D.H. [Signature]
 Acct. # _____

BCC APPROVED

DATE _____ D.C. _____

CONSENT
 DATE 6-24-14 [Signature]

55

INVOICE
271 0071082

DATE
5/13/14

PAYMENT TERMS
CHARGE

PURCHASE ORDER

4100-3

56 TRACT
633734

S
H
I
P
T
O
864483
GULF CO ROAD -WIPER/PAPER
1000 FL 71
BOBBY KNEE
PORT SAINT JOE FL 32456

B
I
L
L
T
O
864483
GULF CO ROAD -WIPER/PAPER
1000 FL 71
BOBBY KNEE
PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3260

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					

BAGGED 18X18 WIPERS 11.25 3/10

INVOICE SUB-TOTAL 11.25

TOTAL SERVICE CHANGES

AMOUNT DUE 11.25

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

J.K. Collinsworth

SOIL PICK UP COUNT SH _____ PT _____ QT _____ NO _____

FILED FOR RECORD
REBECCA L. NOBLES
CLERK OF CIRCUIT REBECCA L. NOBLES
GULF COUNTY, FLORIDA

2014 JUN -5 PM 5:4 MAY 22 AM 10:29

Jake Lewis
Fleet Maintenance
28151912- 52

BCC APPROVED

DATE _____ D.C. _____

CONSENT
DATE: 6-24-14

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER COPY

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT #
271 0071633 5/20/14 CHARGE 440-3 57

S H I P T O
864483
GULF CO ROAD -WIPER/PAPER
1000 FL 71
BOBBY KNEE
PORT SAINT JOE FL 32456

B I L L T O
864483
GULF CO ROAD -WIPER/PAPER
1000 FL 71
BOBBY KNEE
PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

850/233-8586 RTE# B3

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					

BAGGED 18X18 WIPERS 11.25 3/10

INVOICE SUB-TOTAL 11.25

TOTAL SERVICE CHANGES

AMOUNT DUE 11.25

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN [Signature]

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

FILED FOR RECORDING FOR RECORDED
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
2014 JUN -5 PM 5:10 MAY 22 AM 10:29

[Signature]
Fleet Maintenance
28151912- 52

BCC APPROVED
DATE _____ D.C. _____

CONSENT
DATE: 6-24-14 RS

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER COPY

INVOICE DATE PAYMENT TERMS PURCHASE ORDER
271 0072162 5/27/14 CHARGE 4160-3
58 CONTRACT # 633734

S
E
I
P
T
O
864483
GULF CO ROAD -WIPER/PAPER
1000 FL 71
BOBBY KNEE
PORT SAINT JOE FL 32456

B
I
L
L
T
O
864483
GULF CO ROAD -WIPER/PAPER
1000 FL 71
BOBBY KNEE
PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3260

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					

BAGGED 18X18 WIPERS 11.25 3/10

INVOICE SUB-TOTAL 11.25

TOTAL SERVICE CHANGES _____

AMOUNT DUE 11.25

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN X Sherry Paul

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

UNIFIRST CORPORATION
17740 ASHLEY DRIVE
ANAMA CITY BEACH, FL 32413
2014 JUN -5 PM 4:49

Chris Wood
Fleet Maintenance
28151912-52

BCC APPROVED
DATE _____ D.C. _____

CONSENT
DATE 6-24-14 LL

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER COPY

INVOICE NUMBER 271 0072163
 INVOICE DATE 5/27/14
 CUSTOMER# (BILL TO) 864488
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32413

32459

RTE# B3240



PAYMENT AMOUNT \$ _____

2710072163T

- Please Detach and Return With Payment -



UniFirst Corporation
 17740 ASHLEY DR. STE 107 PANAMA CITY BEACH FL 32413

PAGE 001

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0072163 5/27/14 CHARGE # 633734

S 864488
H GULF COUNTY
I 1000 CECIL G. COSTIN BLVD
P
T BOBBY KNEE
O PORT ST. JOE FL 32465

B 864488
I GULF COUNTY
L 1000 CECIL G. COSTIN BLVD
L
T BOBBY KNEE
O PORT ST. JOE FL 32465

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3240

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0007	3	PATTY JONES S. S. SHIRT-65/35 PANTS-65/35		9	3.69			3/10		
0008	4	RICKY DAVIS S. S. SHIRT-65/35 PANTS-65/35		9	3.69			3/10		
0014	7	LARRY BAKER LS SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	6.73			3/10		
0018	9	RAYMOND ATCHISON S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9 9	4.59					
0019	10	DAVID GREEN S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	6.19					
0021	12	JAMES HYSMITH S. S. SHIRT-65/35 LOST PROD-PANTS-DENIM- PANTS-DENIM-JEAN	1	9 3 9	79.56 53.04					
0022	13	PHILLIP NUMNERY S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	6.19			3/10		
0025	16	RONALD MAYHANN S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9 9	4.59			12/13		
0026	17	TYLER WHITTEN S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9 9	4.59			12/13		

BOARD OF COUNTY COMMISSIONERS
 2014 JUN -3 AM 3:05
 GULF COUNTY

2014 JUN -5 PM 4:42

CLERK OF COUNTY COURT
 GULF COUNTY, FLORIDA

59

INVOICE NUMBER 271 0072164
 INVOICE DATE 5/27/14
 CUSTOMER#-(BILL TO) B64492
 A/R NUMBER RESECCAL 135040
 CUSTOMER# 135040
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FL 32413

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32413

61



PAYMENT AMOUNT \$ _____
 2014 JUN -5 PM 1:40

2710072164U

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 001
 17740 ASHLEY DR. STE 107 PANAMA CITY BEAC FL 32413

INVOICE 271 0072164 DATE 5/27/14 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

S 864492
H GULF COUNTY
I 1001 CECIL G. COSTIN BLVD
P
T DPW GERALD SHEARER
O PORT SAINT JOE FL 32456

B 864492
I GULF COUNTY
L 1001 CECIL G. COSTIN BLVD
L
T DPW GERALD SHEARER
O PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

850/233-8586

RTE# B3230

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0002	1	KEN BLAND S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0007	4	HARLAN HADDOCK S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0009	5	JAKE LEWIS S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0010	6	RICK SUMMERS S. S. SHIRT-65/35 PANTS-65/35			3.69			3/10		
0011	7	JIMMY PORTER S. S. SHIRT-65/35 PANTS-WESTERN-JEANS			4.23			3/10		
0013	8	ZEBEDE ADDISON S. S. SHIRT-65/35 PANTS-65/35			3.69			3/10		
0014	9	DOUG KELLY S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN PANT-PLEATED-SHORTS			7.79			3/10		
0015	10	LARRY YOUNG LS SHIRT-65/35 PANTS-65/35			4.23			3/10		
0016	16	JAMES VICKERS S. S. SHIRT-65/35 PANTS-65/35			3.69			8/13		
0020	11	BRYAN HOBBS S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.59			3/10		
0022	13	TITUS WILLIAMS S. S. SHIRT-65/35 PANTS-65/35			3.69			3/10		
0024	14	TONY LARRY S. S. SHIRT-65/35			4.59			3/10		

GULF COUNTY
 2014 JUN 23 AM 9:05
 BOARD OF COUNTY
 COMMISSIONERS

61

INVOICE NUMBER 271 0072164
 INVOICE DATE 5/27/14
 CUSTOMER# (BILL TO) B64492
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32406

62

RTE# B3230



2710072164U

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 002
 17740 ASHLEY DR. STE 107 PANAMA CITY BEACH FL 32413

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0072164 5/27/14 CHARGE # 633734

S H I P T O
 B64492
 GULF COUNTY
 1001 CECIL G. COSTIN BLVD
 DPW GERALD SHEARER
 PORT SAINT JOE FL 32456

B I L L
 B64492
 GULF COUNTY
 1001 CECIL G. COSTIN BLVD
 DPW GERALD SHEARER
 PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3230

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0027	1B	PANTS-DENIM-JEAN		9						
		LARRY LEVINS			4.59			1/14		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						

INVOICE SUB-TOTAL 58.55

TOTAL SERVICE CHANGES _____

AMOUNT DUE

58.55

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

X Sherry Paul

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA

2014 JUN -5 PM 4:42

APPROVED FOR PAYMENT

Date 6/5/14 D.H. PK
 Acct. # _____

BCC APPROVED

DATE _____ D.C. _____

CONSENT
 DATE 6-24-14 JK

62

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT #
271 0072705 6/03/14 CHARGE 4160-3 # 633734

S 864483
H GULF CO ROAD -WIPER/PAPER
I 1000 FL 71
P
T BOBBY KNEE
O PORT SAINT JOE FL 32456

B 864483
I GULF CO ROAD -WIPER/PAPER
L 1000 FL 71
L
T BOBBY KNEE
O PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3260

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					

BAGGED 18X18 WIPERS 11.25 3/10

INVOICE SUB-TOTAL 11.25

TOTAL SERVICE CHANGES

AMOUNT DUE 11.25

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN K. Collinsworth

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

UNIFIRST
FLEET MAINTENANCE
CLEANING
OVERSIGHT
2014 JUN -5 PM 4:19

Chris Wood
Fleet Maintenance
28151912-52

BCC APPROVED

DATE _____ D.C. _____

CONSENT
DATE: 6-24-14 LL

SERVICE HEREIN RENDERED IS PURSUANT TO A WRITTEN CONTRACT WITH UNIFIRST CORPORATION OR UNIFIRST HOLDINGS, INC.

CUSTOMER COPY

0667 All rights reserved.

INVOICE NUMBER 271 0072706
 INVOICE DATE 6/03/14
 CUSTOMER# (BILL TO) 864488
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32413

64

RTE# B3240



PAYMENT AMOUNT \$

2710072706

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 001
 17740 ASHLEY DR. STE 107 PANAMA CITY BEACH FL 32413

INVOICE 271 0072706 DATE 6/03/14 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

S 864488
H GULF COUNTY
I 1000 CECIL G. COSTIN BLVD
P
T BOBBY KNEE
O PORT ST. JOE FL 32465

B 864488
I GULF COUNTY
L 1000 CECIL G. COSTIN BLVD
L
T BOBBY KNEE
O PORT ST. JOE FL 32465

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3240

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0007	3	PATTY JONES			3.69			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-65/35		9						
0008	4	RICKY DAVIS			3.69			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-65/35		9						
0014	7	LARRY BAKER			6.73			3/10		
		LS SHIRT-65/35		9						
		PANTS-65/35 SHORTS		5						
		PANTS-DENIM-JEAN		9						
0018	9	RAYMOND ATCHISON			4.59			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0019	10	DAVID GREEN			6.19			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-65/35 SHORTS		5						
		PANTS-DENIM-JEAN		9						
0021	12	JAMES HYSMITH			4.59			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0022	13	PHILLIP NUNNERY			6.19			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-65/35 SHORTS		5						
		PANTS-DENIM-JEAN		9						
0025	16	RONALD MAYHANN			4.59			12/13		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0026	17	TYLER WHITTEN			4.59			12/13		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						

BOARD OF COUNTY COMMISSIONERS
 2014 JUN -3 AM 3:04
 GULF COUNTY

2014 JUN -5 PM 4:43
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA

64

INVOICE NUMBER 271 0072706
 INVOICE DATE 6/03/14
 CUSTOMER# (BILL TO) 864488
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32413

65



2710072706

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 002
 17740 ASHLEY DR. STE 107 PANAMA CITY BEACH FL 32413

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0072706 6/03/14 CHARGE # 633734

SHIP TO
 864488
 GULF COUNTY
 1000 CECIL G. COSTIN BLVD
 BOBBY KNEE
 PORT ST. JOE FL 32465

BILL TO
 864488
 GULF COUNTY
 1000 CECIL G. COSTIN BLVD
 BOBBY KNEE
 PORT ST. JOE FL 32465

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3240

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					

INVOICE SUB-TOTAL 44.85

TOTAL SERVICE CHANGES

AMOUNT DUE

44.85

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

XK Collinsworth

SOIL PICK UP COUNT SH _____ PT _____ DT _____ NO _____

APPROVED FOR PAYMENT

Date 6/5/14 D.H. [Signature]
 Acct. # _____

BCC APPROVED

DATE _____ D.C. _____

FILED IN RECORD
 MUNICIPAL RECORDS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA

2014 JUN -5 PM 4:43

CONSENT
 DATE: 6-24-14 JK

65

901002000 ©2007 Mt. Dora, Inc. All rights reserved. - 0007

INVOICE NUMBER 271 0072707
 INVOICE DATE 6/03/14
 CUSTOMER# (BILL TO) 864492
 A/R NUMBER
 CUSTOMER GULF COUNTY

REMIT TO: UniFirst Corporation
 17740 ASHLEY DR. STE 107
 PANAMA CITY BEACH FL 32467



PAYMENT AMOUNT \$ _____

2710072707X

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 002
 17740 ASHLEY DR. STE 107 PANAMA CITY BEAC FL 32413

INVOICE 271 0072707 DATE 6/03/14 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

S 864492
H GULF COUNTY
I 1001 CECIL G. COSTIN BLVD
P DPW GERALD SHEARER
T PORT SAINT JOE FL 32456
O

B 864492
I GULF COUNTY
L 1001 CECIL G. COSTIN BLVD
L DPW GERALD SHEARER
T PORT SAINT JOE FL 32456
O

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3230

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0027	1B	PANTS-DENIM-JEAN		9						
		LARRY LEVINS			4.59			1/14		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						

INVOICE SUB-TOTAL 58.55

TOTAL SERVICE CHANGES _____

AMOUNT DUE

58.55

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

J.K. Collinsworth

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

CREDIT RISK LOAD
 RECEIVED MONTHS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2014 JUN -5 PM 4:43

APPROVED FOR PAYMENT

Date 6/5/14 D.H. JK

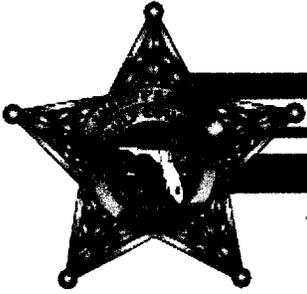
Acct. # _____

BCC APPROVED

DATE _____ D.C. _____

CONSENT
 DATE 6-24-14 JK

67



Gulf County Sheriff's Office

Sheriff Mike Harrison

1000 Cecil G. Costin Sr. Blvd. • Port St. Joe, Florida 32456 • www.gulfsheriff.com
850-227-1115 • 850-639-5717 • Fax 850-227-2097

June 10, 2014

Becky Norris
Gulf County Clerk of the Court
1000 Cecil G. Costin, Sr. Blvd.
Port St. Joe, FL 32456

Dear Becky:

We are requesting Beach Patrol Funds in the amount of \$5,913.91. This is to pay for salaries, taxes and benefits related to Beach Patrol for May 2014. Attached is support for the amount requested. Please make the check payable to Gulf County Sheriff's Office.

If you have any questions, please feel free to contact me.

Sincerely,

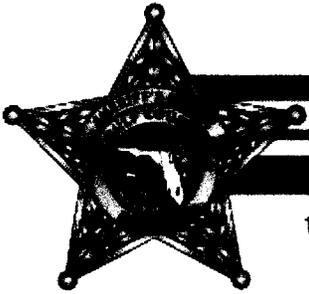
Mike Harrison
Gulf County Sheriff

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
14 JUN 11 PM 12: 58

BCC APPROVED

DATE _____ D.C. _____

DATE 6-24-14 JK **68**



Gulf County Sheriff's Office

Sheriff Mike Harrison

1000 Cecil G. Costin Sr. Blvd. • Port St. Joe, Florida 32456 • www.gulfsheriff.com
850-227-1115 • 850-639-5717 • Fax 850-227-2097

May 13, 2014

Becky Norris
Gulf County Clerk of the Court
1000 Cecil G. Costin, Sr. Blvd.
Port St. Joe, FL 32456

Dear Becky:

Attached please find a copy of payment and invoice for Creative Product Sourcing for D.A.R.E supplies for the school to educate children on the dangers of drug and alcohol abuse. We are requesting a refund for these expenses from the Gulf County Crime Prevention Funds as listed below.

Make check Payable to:
Gulf County Sheriff's Office

	<u>Amount</u>
Cost of Supplies (Invoice attached)	\$715.77

Thank you,

Mike Harrison
Sheriff

BCC APPROVED
DATE _____ D.C. _____

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
14 JUN 11 PM 12:58

DATE 6-24-14 JK

JK

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA
COUNTY ADMINISTRATOR'S OFFICE

Brett Lowry, Deputy Administrator
1000 CECIL G. COSTIN SR. BLVD., ROOM 301 , PORT ST. JOE, FLORIDA 32456
PHONE (850)229-5335 • FAX (850) 229-5334 • EMAIL: blowry@gulfcountry-fl.gov

70

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

14 JUN 18 AM 9:59

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: BRETT LOWRY, DEPUTY ADMINISTRATOR
DATE: JUNE 17, 2014
TOPIC: SHIP REQUEST/SHIRLEY WALKER



Please see this memo for your consideration and as a request for extension until July 11, 2014 for ship funding on behalf of Ms. Shirley Walker. I have attached her written request regarding the timing constraints on getting her loan approved through USDA for the purchase of her home at 248 Abby Drive in Wewahitchka, along with her initial approval letter.

BCC APPROVED

DATE _____ D.C. _____

CARMEN L. McLEMORE
District 1

WARD MCDANIEL
District 2

JOANNA BRYAN
District 3

TAN SMILEY
District 4

WARREN J. YEAGER JR.
District 5

70

CONSENT
DATE: 6/21/14 LL

71

**BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA
COUNTY ADMINISTRATOR'S OFFICE**

Brett Lowry, Deputy Administrator
1000 CECIL G. COSTIN SR. BLVD., ROOM 301 , PORT ST. JOE, FLORIDA 32456
PHONE (850)229-5335 • FAX (850) 229-5334 • EMAIL: blowry@gulfcounty-fl.gov

November 12, 2013

Shirley Walker
841 Springtime Street
Wewahitchka, FL 32465

Re: SHIP Award-Purchase Assistance

Dear Ms. Walker:

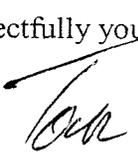
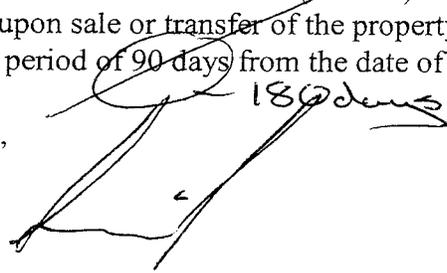
This letter is to certify that the Gulf County B.O.C.C. SHIP office has reviewed and verified your household annual income. According to the information provided, you meet the income eligibility requirements for the SHIP program as established by the Florida Housing Finance Corporation and the Gulf County SHIP program.

According to our guidelines, you are eligible within the Moderate income category, which entitles you for up to \$30,000 to be used for Purchase Assistance for your home.

If Gulf County learns of a change to your income before you are assisted; your annual income will be re-calculated to determine if you are still income eligible for assistance.

You will be required to execute a second (or third) mortgage and note that has a deferred payment plan due upon sale or transfer of the property (or whatever terms may be). This award letter is valid for a period of 90 days from the date of this letter.

Respectfully yours,

  *186 days* *Approved by BOCC*
1/28/2014

Tan Smiley
Chairman, Gulf County Board of County Commissioners

cc: Brett Lowry, Deputy Administrator

CARMEN L. McLEMORE
District 1

WARD MCDANIEL
District 2

JOANNA BRYAN
District 3

TAN SMILEY
District 4

WARREN J. YEAGER JR.
District 5

71

11/12/13 4

To The Board of County Commissions & Chairman Ward McDaniel,

I would like to please request an extension until July 11, 2014 in order to accommodate current USDA turn times. I began my loan application with my current lender on 05/19/2014 and within 15 business day they had clear my entire loan and had it submitted to USDA. Unfortunately that is the area where neither myself nor the lender has any control and the USDA turn times have moved from 24 to 48 hours to now running over two weeks. I am afraid that even if I got my USDA approval by Friday the 20th it would not be enough time to get everything coordinated with the title company, lender, and SHIP by my June 23rd closing date. My file has been totally approved by the lender but I have to wait for USDA to give their final approval before I can close. I understand this has been a long process but I have found the right lender, the right home, at the right price and I am so close to having my own home I am requesting one last extension.

Sincerely,

Shirley Walker 6/17/14

Shirley Walker

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA
COUNTY ADMINISTRATOR'S OFFICE

Brett Lowry, Deputy Administrator
1000 CECIL G. COSTIN SR. BLVD., ROOM 301 . PORT ST. JOE, FLORIDA 32456
PHONE (850)229-5335 • FAX (850) 229-5334 • EMAIL: blowry@gulfcountry-fl.gov

73

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
14 JUN 18 AM 9:59

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: BRETT LOWRY, DEPUTY ADMINISTRATOR 
DATE: JUNE 16, 2014
TOPIC: SHIP REIMBURSEMENT FOR ADMINISTRATION COST

By this memorandum, I am requesting that the BOCC approve reimbursement of the following SHIP Administration expenses, in the amount of \$35,000.00, from SHIP Administration funds:

SHIP Related Administrative Activity:

Employee #1* 7/1/13-9/30/14	10/1/13-6/1/14
Salary 5,656.25	17,457.43
Employer Paid Benefits 828.26	2,579.84
Total 6,484.51	20,037.26

*Based on 50% of employee time being applied to SHIP administration during these time periods.

Employee #2* 10/1/13-2/28/14
Salary 7,725.14
Employer Paid Benefits 3,232.89
Total 10,958.03

*Based on 30% of employee time being applied to SHIP administration during these time periods.

Total Admin Cost	\$ 37,479.80
Total Allowable Admin Cost	\$ 35,000.00**

BCC APPROVED

DATE _____ D.C. _____

CARMEN L. MGLEMORE
District 1

WARD MCDANIEL
District 2

JOANNA BRYAN
District 3

TAN SMILEY
District 4

WARREN J. YEAGER JR.
District 5

CONSENT **73**
DATE 6-24-14 JK

Leanna Roberts

From: Donna Williams <dwilliams@r4careersourcegc.com>
Sent: Tuesday, June 17, 2014 12:27 PM
To: Gulf County Commission Agenda (lroberts@gulfcclerk.com)
Cc: Kim Bodine
Subject: CareerSource Gulf Coast June 24 Gulf County Commission Agenda
Attachments: 2014-2015 Board Budget and ITA Waiver Overview.doc; Region 4 Extension of Permission to Provide Direct Services 2014.doc; ATTACHMENT J.1 Signature Page Gulf County 2014.doc

LeeAnn,

There will now be three items Kim will present to the commission for approval:

- Approval of our Board Budget for 2014-2015
- Approval to seek a waiver of the percentage of funding required for individual training accounts (ITA)
- Approval for Extension to Provide Direct Workforce Services

Let me know if you have questions.

Thanks.

Donna Williams
Administrative Assistant
dwilliams@r4careersourcegc.com



5230 W. Highway 98 | Panama City, FL 32401
p: 850.913-3285 | f: 850.913-3269





2014-2015 Board Budget

Admin Salaries/Benefits	247,028
Operational Expenses	200,299
Direct Services (Sal/Benefits)	1,189,407
Direct Services	3,068,876
CSGC Job Center Lease	250,000
CSGC Job Center Operational	90,700
Contracted to Svc.Providers	1,355,590
Total	6,401,900

Prior Year Comparison:			
2013-2014 Beginning Budget	2014-2015 Beginning Budget	Increase/ Decrease	Percentage
5,009,319	6,401,900	+1,392,581	28%
	-2,162,829	Includes NEG TS Debby Grant & Fisheries Grant	
5,009,319	4,239,071	-770,248	-15% decrease in base funding

2014 – 2015 Budget Narrative

As required by law, no more than 10% of our budget can be spent on Admin expenses

Salaries/Benefits	37 Staff positions, FICA, Retirement, Health & Life Insurance, Compensated Absences. Some of the salary/benefit category will include Admin. expenses
Operational Expenses	Includes supplies, equipment, phone, internet, cell phone, postage, maintenance/repair, travel, meeting expenses, insurance (directors & officers' liability), dues/memberships, software, copier leases, professional development, printing, subscriptions, audit fees, advertising, and legal/professional/temp services. Some of the operational expense category will include Admin. expenses
Direct Services	OJT (on-the-job training), tuition, books food, food related, participant travel supportive services, lease/rent, utilities, fees, supplies, equipment, phone, internet, cell phone, postage, maintenance/repair, travel, meeting expenses, insurance (participant/liability/property/flood/auto), dues/memberships, software, copier leases, professional development, printing, subscriptions, advertising, legal/professional/temp services.
CSGC Job Center Lease	Lease for CareerSource Gulf Coast Job Center (625 Hwy 231) (utilities included)
CSGC Job Center Operational	Includes supplies, equipment, phone, internet, cell phone, maintenance/ repair, travel meeting expenses, insurance (liability/property/flood), dues/ memberships, software, copier leases, postage meter rent, advertising, legal/professional services
Contracted to Service Providers	Gulf Coast State College: \$580,690 Job Center Operator
	Royal American Management, Inc.: \$450,000 Welfare Transition, SNAP E&T, DEI
	Bay District Schools: \$246,050 Youth Program
	Friends of the Franklin County Library: \$78,850 Youth Program



2014-2015 Individual Training Account (ITA) Waiver

Law requires that 50% of Workforce Investment Act (WIA) Adult and Dislocated Worker (estimated at 1.4 million) must be used on tuition, books, training case management, and training program management. The above Direct Services budget line contains 49% of the WIA Adult and Dislocated Worker allocation including estimated carry forward.

A Waiver request to 35% is recommended.

We need the Board of Commissioners approval to request a waiver from CareerSource Florida.

Background:

Passage of the Workforce Accountability Act — (Ch. 2012-29, L.O.F.) created several major policy changes for CareerSource Florida (formerly Workforce Florida) and regional workforce boards. One of those is that the new law requires that 50% of WIA Adult and Dislocated Worker funds be spent on Individual Training Accounts (ITAs).

The new law reduced the types of expenditures authorized from ITAs. The new definition of “authorized training expenditures” is limited to only tuition, “books” and fees of training providers and “other training services prescribed and authorized by the Workforce Investment Act.” Following a narrow interpretation of the new law was estimated to reduce local one stop staff by approximately one hundred employees statewide.

The Law authorizes waivers from the 50% ITA reserve requirement. Workforce Boards can request a reduction in the statutorily required ITA reserve to address their specific regional need with the approval of their Chief Elected Officials. Workforce Boards must substantiate this need with documentation, to the satisfaction of the CareerSource Florida Board.

To be cautious and safe, we would like to request a waiver to 35% expenditures on ITA’s primarily because we cannot estimate an exact number of training participants. Other non-ITA expenses such as rent, phones, and salaries are set and will be spent, but student demands for training requests are uncertain. This creates a problem in that we can't spend the rent portion if we don't spend the tuition portion. It puts us in a position where we must spend all of the funds, and we typically don't. We carry forward funds every year. This year our carry forward was higher than average. It is very unpredictable. Factors out of our control such as economic conditions and disaster events tend to affect the number of students able to attend training.

AMENDMENT II

Request for Extension of Permission to Provide Direct Services

With this document the Gulf Coast Workforce Board, doing business as CareerSource Gulf Coast, formally requests an extension of CareerSource Florida's permission to provide direct services.

1. *A review of how the provision of direct services during the original implementation period fit the business model that the RWB proposed in its original request, and any proposed changes in the business model or the particular workforce services the RWB intends to provide during the extension period.*

The ability to provide direct services impacted our business model positively, as expected. We were able to rapidly implement new projects and make quick course corrections, as needed.

2. *The effective date, not to exceed three years, for when the extension will be in effect.*

CareerSource Gulf Coast – Region 4 has been delivering direct services since July 1, 2010 under previously granted permission we requested and received. By this submission, we request an extension to October 31, 2017.

3. *A review of the RWBs stated reasons in its original request why the RWB has decided to directly provide the workforce services, and an explanation of how it is in the best interest of the RWBs customers that the RWB continue to provide these services.*

The region's two reasons to request permission to deliver direct services were expediency and cost savings. We were correct in believing that we could more quickly implement special projects if board staff provided direct program oversight. Over the past three years the ability to provide direct case management services has allowed us to quickly respond to regional needs. For example, when the Apalachicola Bay fishery failed in September of 2012, CareerSource Gulf Coast was able to quickly deploy staff to perform eligibility determinations and enroll clients in need. Using WIA Dislocated Worker funds from our National Emergency/Deepwater Horizon Event, we had 304 individuals certified and enrolled in some level of service before the Tropical Storm Debby extension was granted. We were able to re-direct current staff and hire new staff without the time consuming process of renegotiating a contract and going through the service provider's hiring process.

4. *A review of the effectiveness of the firewall established by the RWB to clearly separate existing roles as oversight body for the region's workforce delivery system and its role as the operational services directly provided by the RWB, and an explanation of changes to be made to the firewall.*

Our firewall structure has worked very well. Although CareerSource Gulf Coast board members are well- informed more than ever about program activities, they remain committed

to their role of providing a guiding vision and broad policy. Throughout the fishery failure, the board expressed deep interest in staff efforts to assist impacted workers. Despite their interest in the issue, they restricted their input to oversight and policy.

5. *An identification of the grant program(s) that currently fund the workforce service delivery model.*

Grant Programs		
WIA Adult	DVOP	SSA Ticket to Work
WIA Youth	LVER	Disability Employment Initiative
WIA Dislocated Worker	Military Family	Jessie Ball duPont Foundation – Port St. Joe Redevelopment Agency
WIA Incentives	UC/REA	
Wagner-Peyser	TAA	Catholic Charities USA
Wagner-Peyser Incentive	NEG - DWT	City of Port St. Joe
Welfare Transition	FL DOE Ready to Work	Panama City Community Redevelopment Agency
FSET		

6. *Analysis of the costs of the services that documents the actual reduction in costs with the RWB providing the services rather than contracting that service to another provider, and an estimate of such costs and savings for the upcoming period.*

In the past, we paid 3% indirect on one of our contracts which provided case management for individuals in classroom training. This contract also included a financial coordinator. We have streamlined the financial portions of this activity to the point that it has become half of a senior bookkeeper’s workload. The savings with just those two advantages are \$60,366. In addition to those cost savings, we saved costs of a program supervisor at the service provider level of \$54,000. We anticipate maintaining that level of savings plus an additional \$27,566 from taking in another training case management contract. Our total savings of \$141,932 is anticipated to continue for the upcoming period of extension request.

7. *A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.*

Because board staff are directly involved in service provision and supervise the case managers who see clients, we have a better handle on issues impacting performance. We are also able to quickly re-direct resources and negotiate for needed services without another layer of bureaucracy and cost. Operating case management services has allowed us to reallocate classroom training dollars from standard technical center and state college certificate and degree training, to fund employed worker training in support of the Florida TRADE initiative. Our ability to re-dedicate staff from one project to another without having to

endure contract revisions and negotiations with service provider and their management teams mean the time between a need and a response have dropped considerably. As an example, the request for fishery failure declaration by Governor Scott was issued on September 6, 2012. CareerSource Gulf Coast had developed an initial program guide and eligibility documentation list on September 8 (we worked weekends to meet this pressing need). We received approval from the Department of Economic Opportunity staff on the unusual documentation for unemployed, self-employed, and for displaced seafood workers on September 10, 2012. CareerSource Gulf Coast held a Resource Fair on September 14, 212 to gather all helping agencies in one place for the impacted families. The ability to make decisions as quickly as information was available allows CareerSource Gulf Coast to be nimble in response to community needs.

8. *Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. (Include any submitted comments).*

Notice seeking public comment for 10 days was advertised in the three counties' primary newspapers served by Region 4 and on our website. The notice was published in the News Herald (Bay County) on June 18-20, 2014, The Star (Gulf County) on June 19, 2014 (weekly publication), and Apalachicola Times (Franklin County) on June 19, 2014 (weekly publication).

In addition, the plan was presented by our Executive Director to each county's Board of County Commissioners meeting for their approval. These are publically advertised meetings and attended by the public. Presentations were made on the following dates: Gulf County – June 24, 2014, Bay County – July 1, 2014, and Franklin County – July 16, 2014. No public comments were received from our newspaper notices or from any of the public meetings.

9. *Documentation that the Chief Elected Official has agreed to the planned extension (Request for Extension, Attachment II).*

See ATTACHMENT J.1 for signatures.

Performance Report

1. *An analysis of the actual cost savings realized as a result of the RWB providing the workforce service.*

In the past, we have paid 3% indirect on one of our contracts which provided case management for individuals in classroom training. This contract also included a financial coordinator. We have streamlined the financial portions of this activity to the point that it has become half of a senior bookkeeper's workload. Our total savings with just those two advantages are \$60,366. We realized those savings along with the costs of a program supervisor at the service provider level at \$54,000 and an additional \$27,566 from taking in another training case management contract. Our total savings have been \$141,932.

2. *A description of any realized improvement to the local service delivery system and any realized improvement in performance outcomes.*

Because board staff are directly involved in service provision and supervise the case managers who see clients, we have a better handle on issues impacting performance and demand training needs. As an example, an applicant requested support in training to earn a teaching certificate. She held a B.A. and would just need the state college's teacher certification training to become employed. This influenced staff to reach out to the Bay County School District and find out that they had recently determined a need for 150 new teachers per year due to the reassignment of a new fighter wing. This transfer of the 95th Fighter Squadron and its 1,100 members and families resulted in increased pressure on the school district. Board operations staff confirmed the need with the school district and proposed the occupation addition to the CareerSource Board. Recruitment, especially from our veterans' population, continues.

As a comparison, the state college contacted us in April to request the addition of an occupation and training to the regional list. We have yet to have received (as of mid-June) the rest of the information needed to bring the topic before the board. Board staff assembled all needed documentation for secondary teacher training in less than a week and had the data ready for the next scheduled board meeting.

3. *A description of any "best practices" that could be shared with other RWBs.*

CareerSource Gulf Coast staff makes a practice of keeping the membership informed on current projects both in terms of performance and the human impact of our efforts. Our board members know what activities are being performed under their auspices and can converse knowledgably about them.

Another best practice, which will likely not earn kudos from other regions, regards local staff meetings and training. We don't have regularly scheduled staff meetings because our staff is scattered across three counties and two time zones. Instead, we maintain steady interaction via E-mail and a Director of Programs who travels the three counties weekly. He provides guidance to front line staff and facilitates the implementation of new projects. The latter is supported with meetings with relevant staff at their location to reduce travel costs. Training that requires full staff is brought to staff's location as much as possible. Open and regular communication with the front line encourages the development of better service delivery strategies, commitment of staff to the Board's mission and a feeling of ownership in outcomes. We succeed as a team, as evidenced by our performance, because we behave like a team.

ATTACHMENT J.1

REQUEST FOR EXTENSION

RWB Number 4

Contact Name Kim Bodine, Executive Director Contact Phone Number 850-913-3285

This extension is to be effective for the period October 1, 2014 through October 31, 2017.

Note that this extension may be revoked prior to that date based on Federal and State law or policies.

The signatures below certify request for an extension submitted by the Gulf Coast Workforce Board, Inc., d/b/a CareerSource Gulf Coast - Region 4 and the assurance that they will operate in accordance with the extension, its service delivery plan, and applicable Federal and State laws and regulations.

Regional Workforce Board Chairman

Chief Elected Official

Signature

Signature

Robert L. Swenk
Name

Ward McDaniel
Name

Chairman, Gulf Coast Workforce Board, Inc., d/b/a CareerSource Gulf Coast

Chairman, Gulf County Board of County Commissioners
Title

Date

Date