

BOARD OF COUNTY COMMISSIONERS

GULF COUNTY, FLORIDA

AGENDA	MAY 10, 2011	TIME / PAGE NO.
1. Meeting Called to Order		6:00 p.m.
2. Consent Agenda		1-56
3. County Staff Business		
4. Board Business		
5. John Ard - Road Side Work		
6. Public Discussion		

****REMINDER****

Special Meeting 5/9/11 * 6:00 P.M., E.T.

Special Budget Meeting 5/10/11 * 4:00 P.M., E.T.

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

May 10, 2011

1. Minutes – April 12, 2011 – Regular Meeting 1-12
2. Approval of Checks and warrants for April, 2011 which are incorporated herein by reference, pursuant to Chapter 136.06 F.S.
3. Bid Award #1011-17 – Energy Audit (Southeastern Consulting Engineers, Inc. and Johnson Peaden Engineering, Inc. * \$24,500.00) 13-14
4. Grant Applications – (S.C.O.P. * S.C.R.A.P. * C.I.G.P.) 15
5. Inventory – Gulf County Health Department (Transfer * #130-132, #130-171) 16
6. Invoices – Agency for Healthcare Administration - Medicaid (4th Quarter, 2010-11 * \$61,570.00 * to be paid from Account #51161-82000) 17
 - Bank of New York Mellon – Gas Tax Improvement Revenue Bond (Invoice #111-1475569 * \$1,075.00) 18
 - County Attorney Jeremy Novak (Invoice April 18-30, 2011 * \$6,145.00 * to be paid from Account #21314-31100) 19-20
 - FL Dept. of Environmental Protection – Salinas Park (OGC File #10-1662-23-DF * \$5,750.00 * to be paid from Account #57072-52000) 21
 - GAC Contractors – Avenue “A” Sewer Project (Invoice #7591 * \$56,607.78 * to be paid from 113535-34000 C.D.B.G. D.R.I.) 22-25
 - IC Contractors – Stumphole Revetment Project (Application No. 2 * \$242,030.70 * to be paid from Account #113538-34000 Stumphole D.R.I.) 26-27
 - IC Contractors – Stumphole Revetment Project (Application No. 3 * \$301,116.08 * to be paid from Account #223525-34000 and \$100,372.03 * to be paid from Account #40541-34000) 28-29
 - Jordan & Associates – C.D.B.G. Grant Administration Services (Invoice #11-K15-A07 * \$1,593.00 to be paid from Account #113538-31000 * \$434.00 to be paid from Account #113535-31000 * \$223.00 to be paid from Account #113554-31000) 30

- Jordan & Associates – C.D.B.G. Grant Administration Services (Invoice #10DB-K4-02-33-01-K15 * \$14,968.80 to be paid from Account #113538 and \$2,628.17 to be paid from Account #113535-31000)	31
- Ken Murphy – BOCC Recording (April, 2011 * \$1,350.00)	32
- Legal Services of North Florida (January 1 – March 31, 2011 to be paid from Account #71015-82000)	33
- Rumberger, Kirk & Caldwell – General Employment Matters (Invoice #760491 * \$1,040.00 * to be paid from Account #21111-31200)	34
- St. Joseph Bay Humane Society – Animal Control (April, 2011 * \$2,695.00 * to be paid from Account #43262-82000)	35-37
7. Proposal – Emergency Management (Delta Development Group, Inc. * \$7,000.00 * Total Visibility Special Needs Registry Software)	38-56

PORT ST. JOE, FLORIDA**APRIL 12, 2011****REGULAR MEETING**

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

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Carla Hand, Deputy Clerk Kari Summers, Chief Administrator Don Butler, Assistant Administrator Michael Hammond, Deputy Administrator Lynn Lanier, Chamber of Commerce Director Sandra Chafin, Emergency Management Director Marshall Nelson, Gulf County E.M.S. Director Houston Whitfield, Mosquito Control Director Mark Cothran, Planner David Richardson, Public Works Director Joe Danford, Sheriff Joe Nugent, Sheriff's Office Major Bobby Plair, T.D.C. Director Tim Kerigan, and County Engineer/Preble-Rish, Inc. Clay Smallwood, III.

Sheriff Nugent called the meeting to order at 6:00 p.m., E.T.

Assistant Administrator Hammond opened the meeting with prayer, and Chairman Yeager led the Pledge of Allegiance to the Flag.

CONSENT AGENDA

Upon motion by Commissioner McLemore, second by Commissioner McDaniel, and unanimous vote, the Board approved the Consent Agenda as follows:

1. Minutes – February 22, 2011 – Correction to Minutes
 - March 3, 2011 – Special Meeting
 - March 22, 2011 – Regular Meeting
2. Approval of Checks and warrants for March, 2011 which are incorporated herein by reference, pursuant to Chapter 136.06 F.S.
3. Appointment – Risk Management Associates, Inc. (Broker of Record)

- 4. Bid Award #1011-16 – Cape San Blas Bike Path, Phase III Construction
(C.W. Roberts Contracting * \$1,297,659.59)

Bid Award #1011-18 – Beach Tilling Services (Coastal Parasail, Inc. *
\$21,000.00)

- 5. Change Order – Avenue “A” Sewer Project (Increase \$17,620.10)

- 6. Contract Agreement – AshBritt, Inc. (Disaster Recovery Services)

Contract Agreement – DSI Group, LLC (General Emergency Services)

Contract Agreement – Department of Revenue (Sheriff Service for Title
IV-D Child Support Enforcement)

- 7. Invoices – County Attorney Jeremy Novak (March, 2011 * \$8,358.25 *
to be paid from Account #21314-31100)

- IC Contractors, Inc – Stumphole Revetment Project (Application
#1 * \$189,148.14 * to be paid from Account #113538-34000)

- 8. Plan Sponsor Signature Page (Nationwide Retirement Solutions)

- 9. Request for Funds – Gulf County Sheriff (Sale of Surplus Equipment *
\$16,986.00)

- 10. Resolution – E.M.S. Matching Grant

RESOLUTION NO. 2011-07

A RESOLUTION CERTIFYING THAT THE MONIES FROM THE EMERGENCY MEDICAL SERVICES MATCHING GRANT WILL IMPROVE AND EXPAND THE COUNTY’S PRE-HOSPITAL EMERGENCY MEDICAL SERVICES SYSTEM.

WHEREAS, Gulf County has an outstanding Emergency Medical Services system, which serves the citizens of Gulf County; and

WHEREAS, the Emergency Medical Services system receives funding from Gulf County only for specific, itemized, budgeted expenditures; and

WHEREAS, the budgeted funds for the Emergency Medical Services system cannot be used for other items or activities; and

WHEREAS, the existing budget allocations do not provide for all needs of the Emergency Medical Services systems;

NOW, THEREFORE, BE IT RESOLVED BY THE GULF COUNTY BOARD OF COUNTY COMMISSIONERS as follows:

1. That monies from the Emergency Medical Services Matching grant will improve and expand the County's pre-hospital Emergency Medical Services system.
2. That the grant monies will not be used to supplant existing County Emergency Medical Services budget allocations.
3. That a copy hereof shall be provided to all parties of interest upon request.

ADOPTED this 12th day of April, 2011.

(End)

DITCH LANDING ROAD

To clarify his statement from the March 22, 2011 meeting, Assistant Administrator Hammond reported that in 2000, in lieu of the County filing a lawsuit over St. Joe Company's closing certain roads that had been used routinely by the County, St. Joe Company and the County entered into an agreement limiting the roads that the County would retain access to, based upon public use and need. He stated that this road, along with several others were to remain open to the public, while the County allowed the closure of roads that were not needed for public use/access. County Attorney Novak reported that he contacted Wimico Timberland Representatives, Jeff Newsome of R.K. Timbers who is managing, and the Agent before them, stating that the County has submitted a written request for access, removal of the signs, and opening of the gates. He reported that Mr. Newsome is out of the Country and will provide a response to the Board upon his return.

LEGISLATIVE ISSUES – BRITISH PETROLEUM DEEPWATER HORIZON OIL SPILL

T.D.C. Director Kerigan reported that T.D.C. will receive \$1.16 million that they will be able to spend on advertising and marketing for our entire County over the next year, stating that they do not have all the details at this point, and he will report back to the Board once details are received. Commissioner Williams commended T.D.C. Director Kerigan, stating that he and T.D.C. Director Kerigan attended the Press Conference which is part of the Seven County Coalition and the seven Tourist Development Councils meeting with the Governor.

TOURIST DEVELOPMENT COUNCIL FUNDS – HONEYVILLE PARK – BUDGET AMENDMENT

T.D.C. Director Kerigan requested approval for T.D.C. to pull funds from their reserves and apply funds to complete a park process to host sports tournaments in this area. He

reported that the T.D.C. Board voted unanimously in favor of placing this \$35,000.00 project for the Honeyville Park. Upon inquiry by Clerk Norris concerning a Budget Amendment, T.D.C. Director Kerigan stated that this is not out of their current yearly budget, stating that it will be from reserves. Clerk Norris reported that this would be from Reserve for Contingencies, stating that there would need to be a Budget Amendment to move to the correct line item. Commissioner McLemore motioned to approve the \$35,000.00 for the Honeyville Ball Field project, and a Budget Amendment from Reserve for Contingencies to the appropriate line item from T.D.C. Commissioner Smiley seconded the motion, and it passed unanimously.

HONEYVILLE COMMUNITY CENTER – FEE WAIVER – PROJECT GRADUATION

Deputy Administrator Lanier reported that Wewahitchka High School Project Graduation is requesting permission to use the Honeyville Community Center on May 21, 2011, until 5:00 a.m. on May 22, 2011, and for the fees to be waived. Commissioner McLemore motioned to approve this request, contingent upon building being available on this date. Commissioner Smiley seconded the motion, and it passed unanimously.

CHILD ABUSE PREVENTION PROCLAMATION

Deputy Administrator Lanier stated that the County received a request from Child Abuse Prevention requesting the Board to declare April, 2011, as Child Abuse Prevention Month. Deputy Administrator Lanier read the Proclamation. Commissioner Williams motioned to adopt the Child Abuse Prevention Proclamation. Commissioner McDaniel seconded the motion, and it passed unanimously.

STUMPHOLE REVETMENT PROJECT

On behalf of Grant Writer Kopinsky, Deputy Administrator Lanier requested approval of Application #2 from IC Contractors for the Stumphole Revetment Project, in the amount of \$235,730.78. Commissioner Williams motioned to approve this request. Commissioner McDaniel seconded the motion, and it passed unanimously.

ANIMAL CONTROL

Deputy Administrator Lanier reported that there has been an incident with the current Animal Control Officer, stating that he is out for approximately six weeks, and they have taken a temporary employee from Public Works to fill this position; stating that there is no money available in the Animal Control Budget to cover this temporary employee. She reported that the County has been assisting the Humane Society in carcass removal which leaves the County without an Animal Control Officer for one whole day per month, and requested direction from the Board concerning this issue. Upon inquiry by Chairman Yeager concerning paying the temporary employee from Mosquito Control, Deputy Administrator Lanier reported that you cannot take funds from the Mosquito Control Budget. Chief Administrator Butler stated that it will have to be taken from Public Works and not the Mosquito Control Budget. Commissioner McLemore requested for Chairman Yeager and Chief Administrator Butler to handle this issue. Chairman Yeager reported that he will bring a plan back to the Board.

MASS CASUALTY EXERCISE

Emergency Management Director Nelson reported that they have joined with Sacred Heart Hospital to participate in a mass casualty exercise on Thursday, April 14, 2011 from 8:00 a.m. to 12:00 p.m. to test the County and Cities ability to respond and the ability for Sacred Heart to respond to a large casualty, and invited the Board to attend this exercise.

ODENA BOAT LANDING LEASE

County Attorney Novak reported that he received a response from St. Joe Company, stating that there was an issue concerning the amount of insurance coverage, and this has been addressed today and anticipates the final lease for execution subject to Attorney review. Commissioner McLemore motioned to execute this lease subject to Attorney review. Commissioner Smiley seconded the motion, and it passed unanimously.

RESOLUTION #2011-08 - BAY TO GULF VETERANS' PARKWAY

County Attorney Novak reported that the Board approved at the last Board meeting to propose a joint resolution with Bay County renaming S.R. 22. County Attorney Novak read the proposed resolution. Commissioner Williams motioned to adopt the proposed joint resolution. Commissioner McLemore seconded the motion, and it passed unanimously.

**GULF & BAY COUNTIES JOINT RESOLUTION
GULF COUNTY RESOLUTION NO. 2011-08
BAY COUNTY RESOLUTION NO.**

"BAY TO GULF VETERANS' PARKWAY"

WHEREAS, Gulf County and Bay County have historically been linked by Florida State Road 22 ("SR 22"), and

WHEREAS, SR 22 has been commonly referred to as East 3rd Street in Springfield and Wewa Highway from Callaway to Wewahitchka, and

WHEREAS, the County Commission for both Gulf and Bay Counties wish to recognize on behalf of their citizens the continuing contributions of our armed services in protecting our freedoms and American way of life, and

WHEREAS, Gulf and Bay County Commissions wish to permanently honor and memorialize all American veterans and their many sacrifices for our country, and

WHEREAS, Gulf and Bay County Commissions wish to also acknowledge the families of the armed service men and women, who guarantee our freedoms and liberties.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of County Commissioners for Gulf and Bay Counties hereby declare and rename the corridor of Florida State Road 22 from its Bay County intersection of US Highway 98 in Springfield heading east to the Gulf County intersection of SR 22 with State Road 71 in Wewahitchka as "Bay to Gulf Veterans' Parkway"; and

2. Be it further resolved a copy of this fully adopted resolution from both Counties be furnished to the Florida State Legislature for introduction, review, approval and enactment; and thereafter

3. Be it further resolved, that each County's Public Works conduct their departments accordingly within DOT guidelines for the renaming and identifying the new specified corridor; and

4. Be it further resolved, that a uniform highway sign designation be adopted by Bay and Gulf Counties for the installation and prominent display along the new "Bay to Gulf Veterans' Parkway".

DULY adopted this 12th day of April, 2011.

(End)

PUBLIC RECORDS REQUEST POLICY AMENDMENT

County Attorney Novak reported that the Board adopted at the last Board meeting the new Public Records Request Policy as well as a Sunshine Law Policy for the County, stating that the Clerk's Office is now utilizing the Public Records Form, and there needs to be some clarification concerning the feasible amount of time; stating that you cannot put an arbitrary amount of time in the policy. He reported that the Clerk's Office is acting as quickly as they possibly can, stating that you cannot define a certain amount of time other than the word reasonable. County Attorney Novak stated that he submitted that to the Board as an amendment to the memorandum of the policy. He reported that there were some recommendations to the County with regards to future conduct, bringing the County Staff and appointees, stating that there was four recommendations (1) Florida Sunshine Law Statute to familiarize each employee, (2) Appointed member of the County and extension of the County Commission as they come on and serve on the Board, (3) Sunshine Law instructional video that will be conducted once a year through a workshop, and (4) each employee or appointee will sign an acknowledgement and affidavit within 60 days of coming on Board with the County.

BRITISH PETROLEUM ADMINISTRATIVE REPORTS

County Attorney Novak gave an update on the B.P. Administrative Reports, stating that Brantley Frye, Ed Sauls and Ashley Taylor were in attendance at the last meeting and made presentations with regards to the County's lost revenue claims, and since that time, there has been another memorandum to the County Department Heads to recapture each of their monthly time for operational administrative losses. He reported that he requested them to be in attendance at the April 26th County Commission

meeting to provide an update to the Board, and to go into a closed session meeting immediately following the Regular Board Meeting.

COUNTY WIDE VOTING

County Attorney Novak gave an update on the County Wide Voting, stating that Mr. Spellman has been working with Supervisor of Elections Linda Griffin and Staff, and they are approximately half way done in compiling the data they need.

PORT AUTHORITY – ECONOMIC DEVELOPMENT ADMINISTRATION REVOLVING LOAN FUNDING

County Attorney Novak reported that he has been in contact with Mr. Pitts from The Port Authority compiling a Memorandum of Understanding for the funding approved by the Board at the last Board meeting.

CLOSED SESSION MEETING

Upon inquiry by Chief Administrator Butler concerning the noticing of a Closed Session Meeting, County Attorney Novak reported that it is currently being noticed, and will be part of the next Regular Board Meeting notice, and posted accordingly.

COMMUNITY DEVELOPMENT CORPORATION – S.H.I.P.

Chief Administrator Butler stated that there are two issues at hand with a couple of recommendations for the Board to consider. Chief Administrator Butler discussed two lots that were given to the C.D.C., through S.H.I.P. funds, in the Williamsburg Subdivision for Habitat for Humanity, reporting that they were unable to build a house so they were given back to the county; stating that they could only set idle for a certain period of time, otherwise, the County would have to take Ad Valorem Tax dollars and pay the State of Florida back for those lots. He reported that the Board agreed for the C.D.C. to build rental units on these two lots, stating that due to the transition between the two County Attorneys, the documents for these has not yet been recorded. Mr. Butler reported that the Board agreed to pay the C.D.C. for their work on the project based upon an agreed timeline; stating that the C.D.C. is four-six weeks behind on that timeline. Chief Administrator Butler stated that based on the C.D.C.'s recommendation, the County purchased two more lots in White City (through S.H.I.P. funds) and reported that the time will run out on those two lots in May, 2011. He stated that if these lots are not turned and put into low to moderate income hands to build a home, the County will also have to take Ad Valorem Tax money and pay the State of Florida back for these two lots. Mr. Butler state that he see two ways the County could go, (1) The County could let the C.D.C. continue on with the lots in Wewa (Williamsburg Subdivision) if we feel they can go ahead and build, reporting that the C.D.C. has no plans yet for those houses and it's late in the ballgame not to have plans on it. Chief Administrator Butler stated that he has some concerns that it is going like it should be going, but if the Board continues to let C.D.C. build in Wewa (Williamsburg) on those two lots and the two lots in White City, then they'll have a certain period of time they'll have to turn those, stating

that it could work, but as he sees it there is no more S.H.I.P. funding coming in and if the County doesn't go ahead and get rid of the S.H.I.P. program soon, the County would have to account for that money, audit that money, and it will be an expense for the County to bear from now on or, (2) the County may look at the S.H.I.P. program and forgive those loans that are out there. Chief Administrator Butler explained that there are different rules for different years and based on the plan strategy in place the year it was loaned out determines whether it is forgiven over a span of 10 years or whether it must be paid back upon the sale of the house. Mr. Butler stated that when money is paid back, the Board must be diligent in the use to that money, or send it back to the State of Florida.

Chief Administrator Butler stated that this Board has two options ahead of them; (1) to make a conscience decision to let C.D.C. continue to handle the S.H.I.P. program; having some discussion with C.D.C. he stated that he is not sure if the C.D.C. is up to speed on housing or, (2) take the program back; recommending the County forgive the loans that are out there, getting them off the books, and then doing that, the County would have to pay the money back to the State of Florida. Mr. Butler stated that Ms. Erica White will be back in town tomorrow so they could schedule a meeting with her; reporting that the C.D.C. doesn't meet again until May. Mr. Butler noted the County may need to have a special meeting called next week get this clarified up. Mr. Butler stated that he does have his concerns with the County going in the right direction or not.

Upon inquiry by Commissioner McLemore, Chief Administrator Butler reported that Habitat for Humanity got the two Williamsburg lots for approximately \$16,000 each; and somewhere around \$50,000 for the two lots in White City. Chairman Yeager stated that the County needs to get these projects moving and the first step would be to meet with the C.D.C. to get a quick response as to how to do this, or not, and then move forward. Commissioner McLemore stated, and Chairman Yeager agreed, that the County does not need to get stuck paying back \$75,000 - \$80,000 with Ad Valorem tax dollars. Upon inquiry by Commissioner McDaniel concerning the extension deadlines, Chief Administrator Butler stated that the end of May is the deadline for the White City lots, and June 30th is possibly the deadline for the Williamsburg lots. Commissioner McDaniel inquired as to whether the June 30th deadline meant that it was the last day to start the project or if it was the last day to have the project completed. Chief Administrator Butler stated that the County has allowed the C.D.C. to handle some of its business for the last several years on S.H.I.P. moneys and the County does not have all the details but it was his understanding that Florida Housing Finance agreed to give an extension on the two Williamsburg lots. Mr. Butler stated that we are currently in that extension period that was given to the C.D.C. Commissioner Williams discussed the need for the County to contact the Florida Housing Finance and request an additional

extension immediately, stating that the C.D.C. has had control of this mechanism but at the same time there has been suspect operations and audit reviews at different times. Discussion followed. Commissioner McLemore motioned for County Attorney Novak to submit a letter to Florida Housing Finance requesting an extension; and for staff to meet with the C.D.C. to see how to proceed and move forward. Commissioner Williams seconded the motion. Chairman Yeager noted that we still have the issue of forgiving the loans that will need to be addressed following that meeting. The motion then passed unanimously.

BIOMASS PLANT

William Sammons, M.D. appeared before the Board to discuss the proposed Biomass Plant, stating that his concerns are (1) the cost to tax payers and (2) the health risk. He reported that there are two specific areas (1) dioxins, stating that when you burn wood or Arundo Donax grass there will be chlorine in the mix and it forms dioxins, and it cannot be controlled by monitoring the combustion temperatures that are in the actual process, and (2) nano or ultra fine particulates, stating that they are less than 2.5 microns, and there are no regulations in place either for the State of Florida or for the E.P.A. to control. Chairman McDaniel inquired if biomass effects are worse than nuclear effects. Mr. Sammons stated that he did not say that, but the biomass will produce pollution that will have serious health effects to adults and children. Commissioner Williams discussed that we are not trained in research, stating that we have to depend on experts such as E.P.A. and D.E.P. Mr. Sammons stated that he will submit this paperwork electronically for the Board's review.

RIDE-ON COMMUTER PROGRAM

Hope Stewart, of the Northwest Florida Regional Planning Council appeared before the Board and discussed a program funded through the Florida Department of Transportation called Ride-On Commuter Services and presented a pamphlet to the Board. She reported that this commuter service program is available to people in a ten County region of the Florida panhandle, stating that they share Gulf, Calhoun and Jackson with the program out of Tallahassee. Ms. Stewart reported that they offer car pool and van pool coordination for individuals for single work sites, for essential business districts, and also there are benefits available in the form of tax dollars for people that are riding public transportation. Upon inquiry by Commissioner Williams concerning their funding under the proposed House and Senate scenarios for the budget, Ms. Stewart stated that they have not been impacted and their budget is stable through the FY 2011-2012.

HOUSE AND SENATE BILLS

Commissioner Williams discussed the proposed House and Senate Bills under managed care and disadvantaged transportation, stating that contracts will have to be negotiated under the managed care agreements with the managed care corporations, and that we are looking at a significant change to disadvantaged transportation.

TOURIST DEVELOPMENT COUNCIL FUNDS – DEEPWATER HORIZON OIL SPILL

Commissioner Williams discussed that he is excited about the T.D.C. funds for marketing and advertising.

PARKS – ALCOHOL

Commissioner Williams requested permission to work with Sheriff Nugent and County Attorney Novak concerning the alcohol policy within the parks. The Board had no objections.

WASHINGTON GYM

Commissioner Smiley stated that the Board previously approved to allocate \$10,000.00 to the Washington Improvement Group to help out with the gym, and reported for clarity that the money is going to help out with the Gym, not a particular group. Commissioner Smiley stated that the Workforce Board already has a person working three days a week and the additional \$10,000.00 will allow for one full time/part time person and one part time person to keep it in operation for fifty weeks. Commissioner Smiley noted the educational and athletic programs they offer. Upon inquiry by Chairman Yeager, Clerk Norris stated that she was not sure if her office had already written the check. Chairman Yeager stated the intent was for the money to go toward that purpose, but should a motion be needed to clear up that up, they would take care of it at the next meeting of the Board. Chairman Yeager reported that he is glad the Workforce Board is involved in the Washington Gym. Commissioner Smiley thanked everyone for their help in keeping the Washington Gym open.

DEAD LAKES PARK

Commissioner McDaniel stated that he brought up the Dead Lakes Park in the January meeting and requested permission to visit other parks to see if the County could get Dead Lakes Park turned into an asset. He reported that all the parks he visited had a caretaker on sight, stating that Dead Lakes Park does not have a caretaker. Commissioner McDaniel reported that he has been contacted by two different people concerning managing the park, and requested permission to work with County Attorney Novak and Chief Administrator Butler concerning this issue. Upon inquiry by Commissioner McLemore concerning the U.S. Fish & Wildlife Officer living in the park, Commissioner McDaniel stated that whoever manages the park will bring their own camper to the site, stating that they have requested to be able to hook up to sewer. Chairman Yeager requested for Commissioner McDaniel to bring a recommendation back to the Board. County Attorney Novak reported that he and Commissioner McDaniel have discussed this issue, and he will define a job description for this issue.

RECREATIONAL VEHICLE MORATORIUM

Chairman Yeager discussed that he has had several calls concerning the R.V. Moratorium, and he has forwarded these calls to Planner Richardson for the P.D.R.B. to address.

ROADS – LIMITED MAINTENANCE

Chairman Yeager reported that he is going to meet with Chief Administrator Butler concerning the limited maintenance on some roads he has received calls on, and will report back to the Board.

BUDGET

Chairman Yeager reported that they are already working on the budget, stating that according to Property Appraiser Colbert the property values are continuing to drop, and requested direction from the Board. He reported that in the last two years the Board has cut 35 percent out of the property tax budget.

AUDIT REPORTS

Michael McKenzie of Roberson and Associates appeared before the Board and presented the County's Audit Reports for FY2009-2010, stating there were no findings.

PUBLIC COMMENT

Tom Semmes appeared before the Board and suggested the Chairman call for public comment before the Board votes on any decisions. Chairman Yeager stated that any one from the public can always raise their hand to speak at any time during a meeting.

BUDGET

Tom Semmes discussed that the Budget is turned over to the Budget Committee and they make the recommendations for the Board to approve, stating that the public does not know what the recommendations are. He stated that the County website has the FY2009-2010 budget, not the current budget. Chairman Yeager stated that the Budget Committee has been meeting for approximately 2 or 3 months. Assistant Administrator Hammond reported that all meetings are open to the public, stating when the County had money everyone would come before the Board to request there funds, and the last three years the Constitutional Officers have cut 6% and then 3%, with no new expenditures. Deputy Administrator Lanier stated that each department still gives the Board their recommendations and budget which goes before the Budget Committee and the Board. Upon inquiry by Mr. Semmes, Deputy Administrator Lanier stated that it is public record, and Mr. Semmes stated that it is public record but not presented in a public form. Clerk Norris reported that for the past two years the budgets have been submitted electronically to the Clerk. Further discussion followed. Chairman Yeager discussed that the public needs to be involved in every way, stating that over the past two years the County has cut the budget by 35%.

BIOMASS PLANT

Marjorie Stitt appeared before the Board and thanked Dr. William Sammons for appearing and presenting the information on the Biomass Plant, and invited everyone to attend a meeting concerning the Biomass Plant on Wednesday, April 13, 2011, 6:00 p.m. E.T., at Capital City Bank.

BYRD PARKER DRIVE

Marilyn Blackwell appeared before the Board and discussed that this County is very good at getting grants, and that Byrd Parker Drive needs to be addressed before someone is killed.

ARUNDO DONAX

Marilyn Blackwell stated that the Arundo Donax plant has already had two permits issued to plant in Gulf County, and a lot of people have advised this Board not to allow it to be planted in Gulf County.

BYRD PARKER DRIVE

Commissioner McLemore stated that emails have been sent to Representative Southerland concerning Byrd Parker Drive to see if the County can get some help in this area. Marilyn Blackwell requested that flashing lights be placed on Byrd Parker Drive in this area. Chairman Yeager requested for Public Works to place signs in this area.

There being no further business, and upon motion by Commissioner McLemore, the meeting did then adjourn at 7:32 p.m., E.T.

**WARREN J. YEAGER, JR.
CHAIRMAN**

**ATTEST:
REBECCA L. NORRIS
CLERK**

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

Towan Kopinsky, Grant Writer/Coordinator

1000 CECIL G. COSTIN SR. BLVD., ROOM 309, PORT ST. JOE, FLORIDA 32456
PHONE: (850) 229-6144 / FAX (850) 229-9252 / EMAIL: tkopinsky@gulfcounty-fl.gov

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: TOWAN, GRANT COORDINATOR *TK*

DATE: MAY 4, 2011

TOPIC: BID AWARD #1011-17 – ENERGY AUDIT

By this memo, I am requesting that the Board award Bid #1011-17 for County Building Energy Audits and Strategy Preparation to Southeastern Consulting Engineers, Inc. and Johnson Peaden Engineering, Inc., in the amount of \$24,500.00. This was the only bid received, and it will be paid from FECC Energy Grant funds.

I am also requesting that the Chairman be allowed to execute all documents necessary in conjunction with this bid award.

BCC APPROVED

DATE _____ D.C. _____

2011 MAY -4 PM 4:46

CLERK OF BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

BILL WILLIAMS
District 3

TAN SMILEY
District 4

WARREN J. YEAGER, JR.
District 5

CONSENT **13**
DATE: 5/10/11 LL

BID TABULATION SHEET

BID #1011-17

PROJECT: County Building Energy Audits & Strateg

COMPANY NAME	Base Bid	Alternate #1	Alternate #2
Southeastern Consulting Engineers, Inc.	\$ 24,500.00		

Karin Summers
 Deputy Clerk Date 3/28/11

Shawn Parrier
 BCC Representative Date 3/28/11

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

Towan Kopinsky, Grant Writer/Coordinator
1000 CECIL G. COSTIN SR. BLVD., ROOM 309, PORT ST. JOE, FLORIDA 32456
PHONE: (850) 229-6144 / FAX (850) 229-9252 / EMAIL: tkopinsky@gulfcounty-fl.gov

MEMORANDUM

2011 MAY -4 PM 4:46

TO: BOARD OF COUNTY COMMISSIONERS
FROM: TOWAN, GRANT COORDINATOR *JK*
DATE: MAY 4, 2011
TOPIC: GRANT APPLICATIONS

Based on the recommendation of the Gulf County CTST/Transportation Committee and after polling the Board, I submitted Small County Outreach Program (SCOP) grant applications for C.R. 30-A and Jarrott Daniels Road.

The committee is also recommending that we apply to continue the work on Old Bay City Road for the County Incentive Grant Program (CIGP) project, and apply to continue the resurface project at St. Joe Beach for the Small County Road Assistance Program (SCRAP) project.

By this memo, I am requesting that the Board approve the Committee's recommendations and allow the Chairman to sign any documents necessary for these applications.

BCC APPROVED

DATE _____ D.C. _____

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

BILL WILLIAMS
District 3

TAN SMILEY
District 4

WARREN J. YEAGER, JR.
District 5

CONSENT **15**
DATE: 5/10/11 LL



H. Frank Farmer, Jr., M.D., Ph.D.
State Surgeon General

April 26, 2011

Mr. Warren Yeager, Chairman
Gulf County Board of County Commissioners
1000 Cecil Costin Boulevard
Port St. Joe, FL 32456

2011 MAY -4 PM 4:45
COUNTY COMMISSIONERS

Dear Chairman Yeager:

As requested in a recent Gulf County Budget Committee meeting, we have reviewed the inventory of county vehicles used by Gulf County Health Department staff. There are two that are no longer serviceable and we request permission to submit these vehicles to the county:

- 1) 1993 Ford Van #1FMEE11Y2PHA69801, Tag #70082, County Tag #130-132.
- 2) 1995 Chevy S-10 Pickup #1GCCS1448S8218007, Tag #139962, County Tag#130-171.

Should the vehicles be auctioned, we ask that the funds from the sales be returned to the Gulf County Health Department.

Your consideration in this matter would be very much appreciated. If you have any questions, please do not hesitate to call me at 227-1276, ext 103. Your staff can work directly with Rhonda Gay in our offices. She can be reached at 227-1276, ext 122.

Sincerely,

Marsha L. Player
Marsha L. Player, ARNP, MSN
Administrator

BCC APPROVED

DATE _____ D.C. _____

**FLORIDA
MEDICAID**
A Division of the Agency for Health Care Administration
Better Health Care for all Floridians

RICK SCOTT
GOVERNOR

ELIZABETH DUDEK
SECRETARY

Ms. Darla Lyle
Gulf County
1000 Cecil G. Costin, Sr Blvd
Port St. Joe, FL 32456

May 2, 2011

Dear Sir or Madam:

This document shall serve as a formal invoice for the purpose of billing for Medicaid payments, which are outlined in the transfer agreement executed between the Agency for Health Care Administration and Gulf County. You are being billed the amount of \$ 61,570 for the 4th quarter of State Fiscal Year 2010-11, pursuant to House Bill 5001, the General Appropriations Act of 2010-2011.

In an effort to increase our efficiency and decrease the turn times on payments we are requesting that you please notify us when you are sending your payments. This will allow us to release payment to providers in a timely manner. Please notify us via email at perryb@ahca.myflorida.com or behennal@ahca.myflorida.com.

Please submit your payment with a copy of this invoice to the following address:

Agency for Health Care Administration
Medicaid Program Analysis
Attn: Ms. Lecia Behenna
2727 Mahan Drive
Building 3, Mail Stop 21
Tallahassee, FL 32308

2011 MAY -4 PM 4:42
RECEIVED
MEDICAID PROGRAM ANALYSIS
AGENCY FOR HEALTH CARE ADMINISTRATION
TALLAHASSEE, FLORIDA 32308

Should you have questions regarding this matter or need technical assistance, please contact me at (850) 412-4130.

Sincerely,

Lecia M. Behenna
Regulatory Analyst Supervisor

APPROVED FOR PAYMENT
Date 5/4/11 D.H. LB
Acct. # 51161-82000

Reference:

BCC APPROVED
DATE _____ D.C. _____

2727 Mahan Drive, MS#21
Tallahassee, Florida 32308



Visit AHCA online at
AHCA.Myflorida.com

CONSENT **17**
DATE: 5/10/11 LL



INVOICE

GULF COUNTY
2011 MAY -2 PM 5:02

000498 XBFRSD01

GULF COUNTY
COUNTY ENGINEERS

GULF COUNTY FL
COUNTY ADMINISTRATOR
ATTN DON BUTLER
1000 CECIL B COSTIN SR BLVD
PORT ST JOE, FL 32456

Invoice Number: 111-1475569
Account Number: GULFGASTAX01
Invoice Date: 26-Apr-11
Cycle Date: 01-May-11
Administrator: Gulnaar Murthy
Center Name: Florida Muni
Phone Number:
Currency: USD

GULF COUNTY GAS TAX IMPROVEMENT REVENUE BOND SERIES 2001

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Administration Fee					1,000.00
For the period: May 01, 2011 to April 30, 2012					
Audit Confirmation Fee - Flat					25.00
For the period: May 01, 2011 to April 30, 2012					
Wire Fee - Flat					50.00
For the period: May 01, 2011 to April 30, 2012					

Invoice Total: 1,075.00
Satisfied To Date: 0.00
Balance Due: 1,075.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
Our Tax ID Number is 13-5160382. Please fax Taxpayer Certification requests to (732) 667-9576.

Check Payment Instructions:
The Bank of New York Mellon
Financial Control Billing Department
P.O. Box 19445A
Newark, NJ 07195-0445

Wire Payment Instructions:
The Bank of New York Mellon
ABA # 021000018
Account: GLA # 111-565
For further credit: TAS # 016760

Please enclose billing stub.

Please reference Invoice Number: 111-1475569

2011 MAY 4 PM 4:37
RECEIVED
GULF COUNTY ENGINEERS

Billing Stub

GULF COUNTY GAS TAX IMPROVEMENT REVENUE BOND
SERIES 2001

Invoice Number: 111-1475569
Account Number: GULFGASTAX01
Invoice Date: 26-Apr-11
Cycle Date: 01-May-11
Administrator: Gulnaar Murthy
Center Name: Florida Muni
Phone Number:
Amount: 1,075.00 USD

BCC APPROVED

DATE _____ D.C. _____
ACCT. # _____

00000006100111D14755690000000000001075008

CONSENT
DATE: 5-48 DR

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

19

Jeremy T.M. Novak, Esq.
1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-4700 • FAX (850) 229-1148 • EMAIL: JTNovak@novaklaw.us
DATE AND TIME OF MEETINGS • SECOND AND FOURTH TUESDAY AT 6:00 P.M., E.T.

May 1, 2011

Gulf County Board of County Commissioners
Chief Administrator's Office
Attn: Donald Butler
1000 Cecil G. Costin, Sr. Blvd.
Port St. Joe, Florida 32456

2011 MAY -4 PM 4:42

Re: Summary of Professional Services Rendered and Enclosed Invoices
File No.: 2200-001 General Legal Services & 2200-006 Admin costs and fees
Invoice period: through April 30, 2011

Summary of Invoices for Professional Services

- Gulf County General Legal Representation (39.10 hrs. x \$100) = \$3,910.00

Summary of Invoices for Administrative costs and fees

- Gulf County – Westlaw, Legal Data, Administrative and Office Expenses
(General Legal + Litigation matters + Admin/operational April 2011) = \$347.50

Total Professional services and costs \$ 4,257.50

BCC APPROVED

DATE _____ D.C. _____

APPROVED FOR PAYMENT

Date 5/4/11 D.H. JS

Acct. # 21314-31100

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

BILL WILLIAMS
District 3

TAN SMILEY
District 4

WARREN YEAGER
District 5

CONSENT **19**
DATE: 5/10/11 LL

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

20

Jeremy T.M. Novak, Esq.
1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-4700 • FAX (850) 229-1148 • EMAIL: JTNovak@novaklaw.us
DATE AND TIME OF MEETINGS • SECOND AND FOURTH TUESDAY AT 6:00 P.M., E.T.

May 1, 2011

Gulf County Board of County Commissioners
Chief Administrator's Office
Attn: Donald Butler
1000 Cecil G. Costin, Sr. Blvd.
Port St. Joe, Florida 32456

2011 MAY -4 PM 4:42

CLERK OF DISTRICT COURT
GULF COUNTY, FLORIDA

Re: Summary of Professional Services Rendered and Enclosed Invoices
Invoices period: through April 30, 2011
Litigation – Professional Legal Services & Deepwater Horizon Matters –
NLG File No.: 2200-005 NLG File No.: 2200-004

Summary of Invoices for Professional Services

- Gulf County Litigation / Pending Litigation Matters (8.75 hrs. x \$125)	= \$1,093.75
professional services total (litigation)	<u>\$1,093.75</u>
- Gulf County Deepwater Horizon Matters (6.35 hrs. x \$125)	= \$793.75
professional services total (BP Matters)	<u>\$793.75</u>
Total Professional services and costs	<u>\$1,887.50</u>

BCC APPROVED

DATE _____ D.C. _____

APPROVED FOR PAYMENT

Date 5/4/11 D.H. LL

Acct. # 21314-31100

CARMEN L. McEMORE
District 1

WARD McDANIEL
District 2

BILL WILLIAMS
District 3

TAN SMILEY
District 4

WARREN YEAGER
District 5

CONSENT
DATE: 5/10/11 LL

20



Florida Department of Environmental Protection

Northwest District Office
2353 Jenks Avenue
Panama City, Florida 32405-4389

21
Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard, Jr.
Secretary

May 3, 2011

BY ELECTRONIC MAIL
dbutler@gulfcounty-fl.gov

Gulf County Board of County Commissioners
c/o Mr. Don Butler
324 Marina Drive
Port St. Joe, Florida 32456

RE: Gulf County BoCC Salinas Park, OGC File #10-1662-23-DF

Gentlemen,

Our records indicate that payment on your account, due January 22, 2010, has not been received. It is now past due in the amount of \$5,750.

Please remit the amount due or notify this office immediately if circumstances exist which prevent payment.

If payment has already been made, please disregard this letter. If you have questions please contact Brad Richardson at 850/767-0041 or at brad.richardson@dep.state.fl.us

Sincerely,

Sally M. Cooy
Panama City Branch Administrator

SMC:wbr

2011 MAY -4 PM 4:42

RECEIVED
GULF COUNTY
MAY 4 2011

BCC APPROVED

DATE _____ D.C. _____

APPROVED FOR PAYMENT

Date 5/4/11 D.H. RS

Acct. # 57072-52000

OFFICE: (850) 769-3477
FAX: (850) 769-3456



POST OFFICE BOX 59462
PANAMA CITY, FL 32412-0462

April 28, 2011
Vendor # 113
Job # 113
Invoice # 7591

Gulf County Board of County Commissioners
C/O Preble-Rish, Inc.
Attn: Willie T. Payne, PE
324 Marina Drive
Port St. Joe, FL 32456

Re: Avenue "A" Sewer Project - CDBG/DRI
 BID#1011-12

2011 MAY -4 PM 4:46
RECEIVED
OFFICE OF THE COUNTY CLERK
GULF COUNTY, FLORIDA

Contract Amount	\$421,889.10	
Change Order #1	\$17,620.10	<u> </u>
New Contract Amount	\$439,509.20	
Total Amount Completed		\$62,897.53
Less Retainage (10%)		-\$6,289.75
Less Prior Invoices		<u>\$0.00</u>
Total Amount Due & Requested		\$56,607.78

DUE DATE 05/13/11

WE GREATLY APPRECIATE YOUR BUSINESS!!!

BCC APPROVED

DATE _____ D.C. _____

CONSENT
DATE: 5/10/11 CC

APPROVED FOR PAYMENT

Date 5/3/11 D.H. *OK*

Acct. # 113535-34000

CDBG DRI Avenue A Sewer

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT C

TO OWNER:

Gulf County BOCC
1000 Cecil G. Costlin Sr. Blvd.
Port St. Joe, FL 32456

PROJECT:
Gulf County - Avenue A Sewer

APPLICATION NO 1 Distribution to:

OWNER

PERIOD TO: 4/30/2011 ARCHITECT

CONTRACTOR

FROM CONTRACTOR:

GAC CONTRACTORS, INC.
4116 N HIGHWAY 231
PANAMA CITY, FL 32404

VIA ARCHITECT:

Preble-Rish, Inc.
Willie T. Payne PE
324 Marina Drive
Port St Joe, FL 32456

PROJECT NOS: 0003.225

CONTRACT FOR:

CONTRACT DATE: 3/22/2011

CONTRACTORS APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

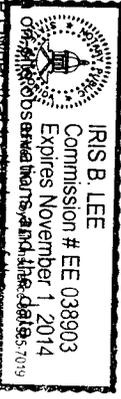
- 1. ORIGINAL CONTRACT SUM 421,889.10
2. Net change by Change Orders 17,620.10
3. CONTRACT SUM TO DATE (Line 1 +/-) 439,509.20
4. TOTAL COMPLETED & STORED TO DATE 62,897.53
5. RETAINAGE:
a. 10 % of Completed Work 6,289.75
b. % of Stored Material
Total Retainage (Lines 5a + 5b or Column D + E on G703)
Total in Column 1 of G703 6,289.75
6. TOTAL EARNED LESS RETAINAGE 56,607.78
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 0.00
8. CURRENT PAYMENT DUE 56,607.78
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) 382,901.42

Table with 2 columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include Total changes approved, Total approved this Month, and NET CHANGES by Change Order.

CONTRACTOR GAC CONTRACTORS, INC

By: [Signature] Date: 4-28-2011

State of: FLORIDA County of: BAY
Subscribed and sworn to before me this 28th day of April 2011.
Notary Public: [Signature]
My Commission expires:



ARCHITECTS CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on the observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 56,607.78

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed by notation to the amount certified.)

By: [Signature] Date: 3rd April 2011

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONSENT DATE:

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, cont. **GULF COUNTY BOCC**
 Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

AVE A - SEWER
#113

APPLICATION NO: **1**
 APPLICATION DATE: **27-Apr-11**
 PERIOD TO: **30-Apr-11**
 ARCHITECTS PROJECT NO: **003.225**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE) (10%)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
SCHEDULE OF VALUES										
SITework										
1	BID ITEM 1.01 - MOBILIZATION	7716.70		1.00	1.00		7716.70	100.00%	\$771.67	
2	BID ITEM 1.02 - BOND & INSURANCE	3746.39		1.00	1.00		3746.39	100.00%	\$374.64	
3	BID ITEM 1.03 - TESTING & START UP	609.25					609.25		\$0.00	
4	BID ITEM 1.04 - STAKEOUT	1622.28		0.20	0.20		324.46	20.00%	\$32.45	
5	BID ITEM 1.05 - MAINTENANCE OF TRAFF	1523.11		0.20	0.20		304.62	20.00%	\$30.46	
6	BID ITEM 1.06 - DRAWINGS OF RECORD	2974.18					2974.18		\$0.00	
7	BID ITEM 1.07 - NPDES ADMINISTRATION	1622.28		0.20	0.20		324.46	20.00%	\$32.45	
BID ITEM 1.08										
8	BID ITEM 1.08A - 16" PVC FORCE MAIN	100961.82		0.50	0.50		50480.91	50.00%	\$5,048.09	
9	BID ITEM 1.08B - 18" HDPE BORE	218434.92					218434.92		\$0.00	
10	BID ITEM 1.08C - WORK & PUMP STATION	72678.17					72678.17		\$0.00	
OWNERS CONTINGENCY										
11	BID ITEM 3.01 - CONTINGENCY	10000.00					10,000.00		\$0.00	
ORIGINAL CONTRACT AMOUNT										
							\$421,889.10			
CHANGE ORDERS										
12	CHANGE ORDER #1	17620.10					17,620.10		\$0.00	
							\$17,620.10			
CHANGE ORDER SUB TOTAL										
GRAND TOTALS							\$439,509.20			
							\$62,897.53	\$62,897.53	14.31%	\$376,611.67
										\$6,289.75

AIA DOCUMENT G703 - CONTINUATION SHEET FOR G702 - 1992 EDITION - AIA © 1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20004-6292
 Users may obtain validation of this document by requesting of the licensee a completed AIA Document D401 - Certificate of Authenticity.
 G703 - 1992

**WAIVER AND RELEASE OF LIEN
UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment of **\$56,607.78** and said payment clearing GAC Contractors' bank account, hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished through **April 30, 2011**, to the **Gulf County Board of County Commissioners**, on the job of **Avenue "A" Sewer Project – CDBG/DRI**, to the following property:

1st Street and Avenue A at Hwy 98 Intersection, Gulf County, FL

This waiver and release does not cover any retention or labor, services, or material furnished after the date specified. This waiver does not include retainage withheld in the amount of **\$6,289.75**.

Contractor: **GAC Contractors, Inc.**

By: Angie Blakemore
Printed Name: **Angie Blakemore**
Title: **Controller**

County of **Bay**
State of **Florida**

Subscribed and sworn before me this **28th** day of **April, 2011**.



IRIS B. LEE
Notary Public State of Florida

My Commission Expires: November 1, 2014.

CONTINUATION SHEET

PROJECT: Gulf County Board of Co. Commissioners
 Stormhole Revestment Project
 Phase III (DRD)

APPLICATION NO: 2
 APPLICATION DATE: 25-Apr-11
 PERIOD TO: 25-Apr-11
 PROJECT NUMBER: 10DB-K4-02-33-01-K15

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	C (1) UNITS	C (2) COST PER UNIT	C (4) % QUANTITY COMPLETED THIS PERIOD	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
						FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1.00	Mobilization & Bonds	21,891.91	LS			\$21,891.91	\$0.00		\$21,891.91	\$0.00	\$2,189.19
2.0	As Builts	\$3,600.00	LS			\$0.00	\$0.00		\$0.00	\$3,600.00	\$0.00
3.0	Rock Revestment	\$1,041,691.70	LS			\$188,272.69	\$268,923.00		\$457,195.69	\$584,496.01	\$45,719.57
PAGE TOTALS		\$1,067,183.61				\$210,164.60	\$268,923.00		\$479,087.60	\$588,096.01	\$47,908.76

APPLICATION AND CERTIFICATE FOR PAYMENT

IC JOB NO.: 177 IC INVOICE NO.: 1084-11

TO (OWNER):
Gulf County Board of County Commissioners
1000 G. Costin Sr. Blvd.
Port St. Joe, FL 32456

PROJECT:
STURPHOLE REVELTMENT PROJECT
Phase II - HMGP

APPLICATION NO: 3

PERIOD TO: April 26, 2011

DISTRIBUTION TO:

FROM (CONTRACTOR):
IC CONTRACTORS, INC.
228 E. 34TH ST. PANAMA CITY, FL 32405

VIA (ENGINEER):
Prelbe Rish, Inc. Consulting Engineers
Clay Smallwood, Project Engineer

APPLICATION DATE: April 26, 2011
CONTRACT DATE:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ENGINEER
<input checked="" type="checkbox"/>	CONTRACTOR
<input checked="" type="checkbox"/>	PCS-FO
<input checked="" type="checkbox"/>	PCS-AP

28

CONTRACTOR'S APPLICATION FOR PAYMENT

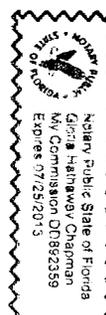
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		
TOTAL		
Number: 1 Date Approved		
TOTALS	\$0.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which Payment Certificates for Payment were issued and payments received from the Owner, and that the current Payment shown herein is now due.

CONTRACTOR:
IC CONTRACTORS, INC.

By: Albert E. Hathaway Date: 4/26/2011
ALBERT E. HATHAWAY, PRESIDENT

State of Florida County of Bay
Subscribed and sworn to before me this 26th day of April, 2011
Notary Public: Alfred Hathaway
My Commission expires: _____



APPROVED FOR PAYMENT
Date: 5/2/11 P.H. [Signature]
Acc#: 333525-3400 301,116.08
352 40541-3400 100,392.03 DPR
Stumphole

- ORIGINAL CONTRACT SUM \$780,147.29
- NET CHANGE BY CHANGE ORDERS \$0.00
- CONTRACT SUM TO DATE (Line 1 + Line 2) \$780,147.29
- ENCUMBRANCES:
 - a. Total Purchase Orders Issued by Owner (To Date) \$0.00
 - b. Anticipated Tax Savings on Owner Issued POS \$0.00
 - c. TOTAL ENCUMBRANCES: \$0.00
 - d. CONTRACT VALUE LESS ENCUMBRANCES: \$780,147.29
- EARNED TO DATE: \$780,147.29
 - a. Value of Work Complete-Excluding Owner Purchased Materials (5-10c) \$780,147.29
 - b. Stored Materials - For Verification Only (See Attached)
 - c. TOTAL EARNED TO DATE: (Line 5a) \$780,147.29
- RETAINAGE: (10% of the First 50% of the Work) \$78,014.73
- TOTAL EARNED LESS RETAINAGE (Line 5c less Line 6) \$702,132.56
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 7 from prior certificate) \$300,644.45
- CURRENT PAYMENT DUE \$401,488.11
- TAX SAVINGS AGREEMENT: (Through Summary No.) \$0.00
 - a. Vendor Invoices Processed @Contractors Request \$0.00
 - b. Tax Savings on Processed Invoices
 - c. Total Tax Savings Agreement Invoices & Credits Processed (Sum Line 10a and 10b) \$0.00
 - d. Remaining Balance on Encumbered POS and Tax Savings (4c less 10c) \$0.00
- BALANCE TO FINISH, INCLUDING RETAINAGE & ENCUMBRANCES (Line 3 - Ln 7 - Ln 10c) \$78,014.73

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ENGINEER:
AMOUNT CERTIFIED

BCC APPROVED

\$ 401,488.11

(Attach explanation if amount certified differs from the amount applied for.)
By: [Signature] Date: 4/28/11
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein.
In witness whereof, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONSENT
DATE: 5/10/11 cc

CONTINUATION SHEET

PROJECT: STEMPHOLE REVEITEMENT PROJECT
 PHASE II (RMGP)

APPLICATION NUMBER: 3
 APPLICATION DATE: 4/28/2011
 PERIOD T: 26-Apr-11
 PROJECT N° Bid No. 1011-05

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	C (1)		C (2)		C (4) % QUANTITY COMPLETED THIS PERIOD	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			UNITS	COST PER UNIT	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD							
1.00	Mobilization/Bonds/MOT	17,984.09	LS	LS	LS	100.00%	\$17,984.09	\$0.00	\$0.00		\$17,984.09	\$0.00	\$1,798.41
2.0	As Built	\$2,400.00	LS	LS	LS	100.00%	\$0.00	\$2,400.00	\$0.00		\$2,400.00	\$0.00	\$240.00
3.0	Ruck Reevment	\$759,763.20	LS	LS	LS	68.00%	\$316,065.30	\$443,697.90			\$759,763.20	\$0.00	\$75,976.32
PAGE TOTALS		\$780,147.29					\$334,049.39	\$446,097.90			\$780,147.29	\$0.00	\$78,014.73



Jordan & Associates
Municipal Grant Consulting
A WBE / MBE Firm

580-2 Wells Road
Orange Park, FL 32073
904.264.6203 904.264.2190
admin@jordangrants.com

DATE: MAY 3, 2011
INVOICE: 11-K15-A07

TO: Towan Kopinsky, Grant Coordinator
Gulf County
1000 Cecil G. Costin, Sr. Boulevard
Port St. Joe, FL 32456

LOCAL GOVERNMENT	GRANT NUMBER	PAYMENT TERMS
Gulf County	10DB-K4-02-33-01-K15	Due upon receipt

DESCRIPTION	AMOUNT
CDBG Grant Administration Services:	\$2,250.00
-Contract Amount	\$ 57,000.00
-Less Previous Payment	\$ 27,750.00
-Balance	\$ 29,250.00
-Current Invoice Amount (1 month Administration at \$2,250/month)	\$ 2,250.00
-Remaining Contract Balance	\$ 27,000.00
TOTAL	\$2,250.00

2011 MAY -4 PM 4:47
RECEIVED
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

BCC APPROVED

DATE _____ D.C. _____

APPROVED FOR PAYMENT

Date 5/3/11 D.H. OK

Acct. # 113538-31000 1593.00 SA 1

113535-31000 434.00 SA 2

113554-31000 223.00 SA 3

CDBG - PRI \$ 2,250.00

580 Wells Road
Suite 2
Orange Park, FL 32073

Phone: 904-264-6203
Fax: 904-264-2190

barmstrong@jordangrants.com

REQUEST FOR FUNDS #7

CONSISTENT
DATE 5/10/11 LL

INVOICE



Jordan & Associates
Municipal Grant Consulting
A WBE / MBE Firm

580-2 Wells Road
Orange Park, FL 32073
904.264.6203 904.264.2190
admin@jordangrants.com

DATE: MAY 3, 2011
INVOICE: 11-K15-D02

TO: Towan Kopinsky, Grant Coordinator
Gulf County
1000 Cecil G. Costin, Sr. Boulevard
Port St. Joe, FL 32456

LOCAL GOVERNMENT	GRANT NUMBER	PAYMENT TERMS
Gulf County	10DB-K4-02-33-01-K15	Due upon receipt

DESCRIPTION	AMOUNT
CDBG Grant Administration Services:	\$17,596.97
-Contract Amount	\$ 112,056.00
-Less Previous Payment	\$ <u>11,695.86</u>
-Balance	\$ 100,360.14
-Current Invoice Amount	\$ 17,596.97
 (Service Area #1- 44.89% Complete of \$59,400.00) (Service Area #2- 14.31% Complete of \$18,366.00) (Service Area #3- 0.00% Complete of \$34,290.00)	
-Remaining Contract Balance	\$ 82,763.17
TOTAL	\$17,596.97

2011 MAY -4 PM 4:47

BCC APPROVED

DATE _____ D.C. _____

Make all checks payable to:
JORDAN & ASSOCIATES
Thank you for your business!

APPROVED FOR PAYMENT

Date 5/3/11 D.H. JK

Acct. # 113538-31000
113535-31000

14,968.80
2,628.17

580 Wells Road
Suite 2
Orange Park, FL 32073

CDBG DRI Act. Del.

REQUEST FOR FUNDS #7

Phone: 904-264-6203
Fax: 904-264-2190
barmstrong@jordangrants.com

CONSENT
DATE 5/10/11 U

co invoice

May 1st, 2011

Gulf County Board of Commissioners
Port St. Joe, Florida 32456

Video taped April 2011 County Meetings.
\$1,350.00.

Thanks

Ken Murphy
PO Box 911
Port St. Joe, FL 32457

2011 MAY -4 PM 4:42

CLERK OF SUPERIOR COURT
GULF COUNTY FLORIDA

BCC APPROVED
DATE _____ D.C. _____

APPROVED FOR PAYMENT
Date 5/4/11 D.H. JS
Acct. # TDC



www.lsnf.org

Legal Services

of NORTH FLORIDA

HOPE, JUSTICE, FOR ALL.

33

LSC

INVOICE

TO: Board of County Commissioners
Gulf County, Florida
ATTN.: Don Butler, Chief Administrator
1000 Cecil G. Costin, Sr., Blvd.-Room 302
Port St. Joe, Florida 32456

FROM: Legal Services of North Florida, Inc.
ATTN.: Laura Ballenger, Fiscal Officer
2119 Delta Boulevard
Tallahassee, Florida 32303-4220
Telephone: (850) 385-9007 Ext. 1012
Fax: (850) 205-6540

RE: Disbursement of 2010-2011 Legal Aid Services Funds
Reporting Period: January 1 through March 31, 2011

DATE: April 6, 2011

LSNF requests a one-fourth of the fund collected during January 1 and March 31, 2011.

- Total hours of service provided to residents of Gulf County: 96.7
- Total number of Gulf County residents served: 25

Prepared by:

Connie Davis, Grants Administrator

COMMISSIONERS
MAY 4 2011 PM 4:52

2011 MAY -4 PM 4:45
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

BCC APPROVED

DATE _____ D.C. _____

ACCT. # 71015-82000

CONSENT
DATE: 5/10/11 u

HOME OFFICE

2119 DELTA BOULEVARD
TALLAHASSEE, FL 32303-4220
850-385-9007 • FAX 850-385-7603
ADMINISTRATIVE FAX 850-205-6540
DEVELOPMENT FAX 850-385-5684

BRANCH OFFICES

121 NORTH JACKSON STREET
QUINCY, FL 32351-2316
850-875-9881 • FAX 850-875-2008

211 EAST 11TH STREET
PANAMA CITY, FL 32401-2938
850-769-3581 • FAX 850-785-2041

133 STAFF DRIVE, SUITE B
FT. WALTON BEACH, FL 32548-5050
850-862-3279 • FAX 850-862-6327

118 SOUTH BAYLEN STREET
PENSACOLA, FL 32502-3171
850-432-8222 • FAX 850-432-2329

Rumberger
KIRK & CALDWELL

Lincoln Plaza, Suite 1400
300 South Orange Avenue (32801)
Post Office Box 1873
Orlando, Florida 32802-1873

April 26, 2011

Telephone 407.872.7300
Telecopier 407.841.2133

Jeremy T.M. Novak, Esq.
Gulf County Board of Cty. Commissioners
402 Reid Avenue
Port St. Joe, FL 32456

RE: Gulf County Board of County Commissioners In Re: General Matters

Our File No.: G214 - 107990

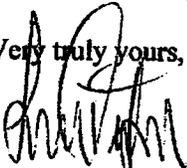
Dear Mr. Novak, Esq.:

Enclosed is our interim invoice number 760491 dated April 26, 2011 in the total amount of \$1,903.20, which breaks down as follows:

Current Fees:	\$	640.00
Current Costs:	\$	400.00
Current Amount Due:	\$	1,040.00
Less Prepayments Applied:	\$	400.00
Previous Balance Due:	\$	1,263.20
Total Amount Due:	\$	1,903.20

If this billing meets with your approval, we would appreciate receiving payment within thirty days. Should you have any questions, please do not hesitate to give us a call.

Very truly yours,


Leonard J. Dietzen, III

2011 APR 28 PM 2:01

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

Enclosure

2011 MAY -4 PM 4:42

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

BCC APPROVED

DATE _____ D.C. _____

ACCT. # 21111-31200



Orlando
407.872.7300

Miami
305.358.5577

Tallahassee
850.222.6550

Tampa
813.223.4253

Birmingham
205.327.5550

CONSENT **34**
DATE: 5/10/11 LL



St. Joseph Bay Humane Society

1007 Tenth St., Port St. Joe, FL 32456
 850-227-1103 Ph • 850-227-1191 Fax
www.SJBHumaneSociety.org

FSC 509 (a) (1)

Section 501 (c) (3)

EIN 59-34887791

ID# 31462

TO:

Carmen McLemore, Chairman, Gulf County Board of
 County Commissions

Don Butler, Gulf County Administrator

FOR:

Housing & Care of animals at the
 St. Joseph Bay Humane Society

Date: APRIL 2011

DESCRIPTION	TOTAL ANIMALS	RATE	AMOUNT
For the care & housing of all animals delivered to St. Joseph Bay Humane Society in the month of: <u>APRIL 2011</u>	<u>55</u>	\$49/ animal	\$ <u>2695</u>
For the care & housing of dangerous animals, after 5 days & until case is resolved. Total days are <u>0</u> days for <u>0</u> animals.	<u>0</u>	\$9/ day	\$ <u>0</u>
TOTAL:			\$2695

2011 MAY -4 PM 4:43

Please send payment to:

SJBHS
 Attn: Melody Townsend
 1007 Tenth St.
 Port St. Joe, FL 32456

BCC APPROVED

DATE _____ D.C. _____

For questions about this invoice, please call Melody Townsend
 at (850) 227-1103.

APPROVED FOR PAYMENT

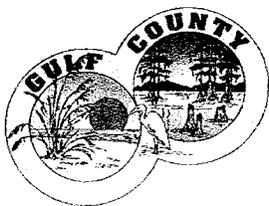
Date 5/4/11 D.H. JF

Acct. # 43262-82000

April

<u>DATE</u>	<u>CO#</u>	<u>BREED</u>	<u>SEX</u>	<u>Color</u>	<u>Age</u>	<u>Location</u>	<u>Resp</u>
14/07/11	3026a	lad x	f	brown	2 yrs	Magnolia St. Howards Creek	CO
14/07/11	3026b	lab x	m	brown	2 yrs	Magnolia St. Howards Creek	CO
14/07/11	3027	lab	f	tri	3yrs	7th St. near hwy 98	PSJ
14/11/11	3028	terrior x	f	black/whi	4 mos	384 C 386	CO
14/14/11	3029	catahoola x	f	tri	2 yrs	270 Catalpa St., Wewa	Wewa
14/09/11	3030	Chow x	f	black	1 yr	Catamaran St.- Cape	CO
14/11/11	3031	lab x	f	black	2 yrs	334 Lake Alice Dr., Wewa	Wewa
14/11/11	3032a	feline-calico	f	tri	adult	21st Wewa	Wewa
14/11/11	3032b	feline-calico	m/f	multi	baby	21st Wewa	Wewa
14/11/11	3032c	feline-calico	m/f	multi	baby	21st Wewa	Wewa
14/12/11	3035	feline	m	gray/whit	adult	271-White City	CO
14/12/11	3036a	hound/shep x	f	tri	2 yrs	253 Sailfish- Highland View	PSJ
14/12/11	3036b	hound/shep x	m	tri	3 mo	253 Sailfish- Highland View	PSJ
14/12/11	3036c	hound/shep x	f	tri		253 Sailfish- Highland View	PSJ
14/12/11	3036d	hound/shep x	f	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037a	shep/rtver x	f	tri	2yrs	253 Sailfish- Highland View	PSJ
14/12/11	3037b	shep/rtver x	m	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037c	shep/rtver x	m	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037d	shep/rtver x	m	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037e	shep/rtver x	m	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037f	shep/rtver x	f	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037g	shep/rtver x	f	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037h	shep/rtver x	f	tri		253 Sailfish- Highland View	PSJ
14/12/11	3037i	shep/rtver x	f	tri		253 Sailfish- Highland View	PSJ
14/12/11	3038	feline	m		adult	753 Jones Homesstead Rd.	CO
14/13/11	3039a	feline-dsh	f	multi	adult	3417 CR 386	CO
14/13/11	3039b	feline-dsh	f	multi	adult	3417 CR 386	CO
14/14/11	3040	feline- dlh	f	multi	adult	743 Jones Homestead	CO
14/14/11	3041	GSD	f	white	2 yrs	C-30 Cape near State Park	CO

04/14/11	3042	wire hair terrier	m	black	adult	Alabama St- SJB	CO
04/14/11	3043	lab/hound	m	yellow	1 yr	428 Honey Hill Rd	CO
04/18/11	3044a	feline	f	multi	adult	731 Old Transfer Rd.	Wewa
04/18/11	3044b	feline	f	multi	adult	731 Old Transfer Rd.	Wewa
04/18/11	3044c	feline	f	multi	adult	731 Old Transfer Rd.	Wewa
04/18/11	3044d	feline	f	multi	adult	731 Old Transfer Rd.	Wewa
04/18/11	3044e	feline	f	multi	adult	731 Old Transfer Rd.	Wewa
04/18/11	3045	Feline	f	tri	adult	731 Old Transfer Rd.	Wewa
04/18/11	3046	Daschound	f	brown	6 yrs	Store Mill Creek Rd.	CO
04/18/11	3047	Poodle	f	black	10 yrs	Store Mill Creek Rd.	CO
04/19/11	3048a	terrier x	f	black	7 mos	3442 371-Wewa	CO
04/19/11	3048b	terrier x	f	black	3 mos	3442 371-Wewa	CO
04/19/11	3051	lab mix	f	black	3 mths	Columbus St Joe Beach	CO
04/20/11	3052	lab/terrior x	f	black	4 mos	Ivy St, Wewa	Wewa
04/20/11	3053	wire hair terrier	m	black/smc	adult	St. Joe Beach	CO
04/20/11	3054	mixed	m	white/brn	old	Old Dairy Farm Rd Wewa	WEWA
04/20/11	3055a	feline	f	yellow	2 weeks	Leahona Cir, Wewa	Wewa
04/20/11	3055b	feline	m	white	2 weeks	Leahora Cir, Wewa	Wewa
04/21/11	3056	rat terrier mx	m	white/brn	3.5 y	Bryants Landing	CO
04/21/11	3057	bulldog	m	brn/white	1 yr	260 Holly Hill Rd	CO
04/25/11	3058	pit x	f	white	6 mos	Minnie lola Rd. Wewa	CO
04/26/11	3059	cocker mix	m	cream	12 mos	6947 CR 386. Wewa	CO
04/26/11	3060	shep/rtver x	m	black/tan	8 mos	6211 Ganley Rd. 5 Acre Farm	CO
04/26/11	3061	boxer x	m	yellow	8 mos	PSJ Middle School	PSJ
04/27/11	3062	feline-dsh	m	grey tabb	adult	Charles Ave, White City	CO
04/27/11	3063	feline-dsh	f	black/whi	adult	Jones Homestead Rd.	CO



GULF COUNTY EMERGENCY MANAGEMENT

1000 Cecil G. Costin, Sr. Blvd.
Port St. Joe, Florida 32456

INTEROFFICE MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MARSHALL NELSON *Marshall*

DATE: MAY 4, 2011

SUBJECT: PEOPLE WITH SPECIAL NEEDS REGISTRATION PROGRAM
DELTA DEVELOPMENT GROUP, INC.
GSA# GA-35F-0194V

2011 MAY -4 PM 4:45

FILED FOR RECORD
REBECCA L. HARRIS
CLERK OF SUPERIOR COURT
GULF COUNTY, FLORIDA

Gulf, Jackson, Liberty and Walton County's are looking to enhance their current special needs planning, preparedness and response capabilities in coordination with the Florida Division of Emergency Management and the Florida Department of Health as required in F. S. 252. The attached proposal, "*Total Visibility Special Needs Registry*" software from Delta Development Group, Inc., outlines the functionality of the special needs planning software applications. The "*Total Visibility Special Needs Registry*" software is a web based application that allows information about People with Special Needs (PSN's) to be collected and used by planners and emergency responders.

The Special Needs Registry helps state and local governments identify and assist individuals with special needs during an evacuation event. It is an efficient way to register individuals and their needs, map the evacuation area, and deploy the necessary resources. The software provides the user with the ability to dynamically report which individuals need assistance based on the geographic nature of the incident. The system has the ability to be used for advance registration and real time, day-of-surge registration. The system not only helps emergency managers respond during an emergency but is a critical tool for pre-planning.

To assist in the collection and entry of information, the application provides an online survey tool for public and a rapid entry survey tool for administrative users. The online survey is a fast and simple way for citizens to enter

BCC APPROVED

DATE _____ D.C. _____

CONSENT
DATE 5/10/11 *ll*

demographic and special needs information about themselves and their family. The data provided through the online survey tool is incorporated into the special needs database. Users are able to update this information at any time through a secure web page and are automatically asked for an update annually. The online survey tool was developed in coordination with Delta's Information Technology and Emergency Preparedness experts and emergency management and public health professionals. The Delta Development Group has worked closely with us to incorporate Florida specific changes into their program. These changes will be incorporated into all versions of the Special Needs Registry Software sold in Florida.

Total cost for the four counties is \$26,631.88. By this memo we are requesting board to approval of \$7,000.00 to be applied toward the purchase of this program. The program will be purchased through GSA Contract #GA-35F-0194V and will be paid for with grant funds.

Thank you for your continued support. Should you have any questions of need additional information do not hesitate to give me a call at 850-229-9110.

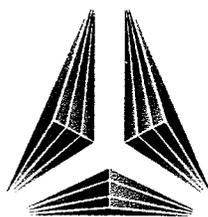
Attachment

JACKSON COUNTY FLORIDA

Total Visibility Special Needs Registry Software

GSA

Scope of Services



DELTA | DEVELOPMENT | GROUP
I N C .

2000 Technology Parkway
Suite 200
Mechanicsburg, PA 17050
(717) 441-9030 Phone
(717) 441-9056 Fax
www.deltaone.com

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DOCUMENT PURPOSE

Jackson County Florida (Jackson) is interested in the *Total Visibility Special Needs Registry* software from Delta Development Group, Inc. (Delta). Jackson is looking to enhance its current special needs planning and preparedness activities in coordination with Calhoun, Gulf and Liberty Counties. This proposal outlines the functionality of the special needs planning software applications. We have tried to incorporate changes that were requested by other Florida Counties.

SPECIAL NEEDS REGISTRY OVERVIEW

The Special Needs Registry helps state and local governments identify and assist individuals with special needs during an evacuation event. It is an efficient way to catalog individuals and their needs, map the evacuation area, and deploy the necessary resources. The software provides the user with the ability to dynamically report which individuals need assistance based on the geographic nature of the incident. The system has the ability to be used for advance registration and real time, day-of-surge registration. The system not only helps emergency managers respond during an emergency but is a critical tool for pre-planning and exercises.

The application offers features in the following areas:

- Accessibility
 - Allows authorized users to review and update data from any Internet-connected computer
- Alerts and Updates
 - Automatically e-mails update notifications to individuals and facilities on a rolling, annual basis
- Comprehensive Searching
 - Quickly locates individuals and facilities by name, municipality, geography, condition, or other criteria
- Ease of Data Entry
 - Provides online Survey Module for public and facility users
 - Allows rapid survey entry for administrators
- Licensing
 - Perpetual license
 - Unlimited user licenses
- Planning
 - Helps to identify trends
 - Perform what if scenarios

Reporting

- Quickly identifies people who need assistance by the following methods:
 - HazMat plume analysis
 - Nuclear evacuation zone
 - Radius from epicenter
 - Polygon

 Security

- Protected to ensure only authorized use

The following sections further demonstrate the Special Needs Registry functionality.

SURVEY TOOLS

To assist in the collection and entry of information, the application provides an online survey tool for public and facility users and a rapid entry survey tool for administrative users.

ONLINE SURVEY

The online survey is a fast and simple way for citizens and facilities (e.g., nursing homes, long-term care facilities) to enter demographic and special needs information about themselves and associates. Facility survey questions focus on average population (i.e. ambulatory and non-ambulatory), shelter-in-place, and transportation. The data provided through the online survey tool is incorporated into the special needs database. Users are able to update this information at any time through a secure Web page and are automatically asked for an update annually.

The online survey tool was developed in coordination with Delta's Information Technology (IT) and Emergency Preparedness experts and emergency management and public health professionals.

You will notice in the survey that we have incorporated several changes. These were requested by several Florida Counties. These changes are more in line with their counties current registration forms. The registration will now go into a hold status until it is approved by health department officials. For the sake of Interoperability, these changes will be incorporated into all versions of the Special Needs Registry Software sold in Florida.

Figure 1: Survey Page Examples for Jackson County

Special Needs Survey Public Survey Admin Survey Users

Section 2

Evacuation Information: ☺

If there were an emergency requiring evacuation, the individual may have difficulty evacuating or being notified of the need for evacuation because of the following condition(s): (Check all that apply)

<p>LIVING SITUATION:</p> <p>1. <input type="checkbox"/> Mobile Home/Trailer</p> <p>2. <input type="checkbox"/> Dependent on Electricity</p> <p>3. <input type="checkbox"/> Emergency Alert Equipment</p> <p>4. <input type="checkbox"/> Life Sustaining Medications</p> <p>5. <input type="checkbox"/> No Alternate Housing</p> <p>6. <input type="checkbox"/> No Emergency Heat</p> <p>7. <input type="checkbox"/> No Telephone</p> <p>8. <input type="checkbox"/> Lives Alone</p> <p>9. <input type="checkbox"/> Lives with Spouse</p> <p>10. <input type="checkbox"/> Lives with Spouse & Kids</p> <p>11. <input type="checkbox"/> Lives with Kids</p> <p>12. <input type="checkbox"/> Lives with Parents</p> <p>13. <input type="checkbox"/> Lives with Other Relative</p> <p>14. <input type="checkbox"/> Lives with Non-Relative</p> <p>15. <input type="checkbox"/> Other:</p>	<p>IMPAIRMENT:</p> <p>16. <input type="checkbox"/> Mobility</p> <p>17. <input type="checkbox"/> Memory</p> <p>18. <input type="checkbox"/> Vision</p> <p>19. <input type="checkbox"/> Hearing</p> <p>20. <input type="checkbox"/> Wheelchair</p> <p>21. <input type="checkbox"/> Respirator Dependent</p> <p>22. <input type="checkbox"/> Speech</p> <p>23. <input type="checkbox"/> Mental</p> <p>24. <input type="checkbox"/> Epilepsy</p> <p>25. <input type="checkbox"/> Anxiety/Depression</p> <p>26. <input type="checkbox"/> Cardiac History</p> <p>27. <input type="checkbox"/> Bedridden</p> <p>28. <input type="checkbox"/> Insulin Dependent</p> <p>29. <input type="checkbox"/> Incontinent of Bowel/Bladder</p> <p>30. <input type="checkbox"/> Special Diet</p> <p>31. <input type="checkbox"/> Oxygen Dependent</p> <p>32. <input type="checkbox"/> Dialysis Dependent</p> <p>33. <input type="checkbox"/> Other:</p>	<p>DISASTER PLAN:</p> <p>34. <input type="checkbox"/> Staying at Home</p> <p>35. <input type="checkbox"/> To Any Shelter</p> <p>36. <input type="checkbox"/> To Special Needs Shelter</p> <p>Needs Evacuation Transport By:</p> <p>37. <input type="checkbox"/> standard vehicle</p> <p>38. <input type="checkbox"/> ambulance</p> <p>39. <input type="checkbox"/> lift gate</p> <p>40. <input type="checkbox"/> Other (family, hotel, hospital)</p> <p>41. <input type="checkbox"/> Will Bring Caregiver to Shelter</p> <p>42. <input type="checkbox"/> Guide Dog</p> <p>43. <input type="checkbox"/> Val/Packet of Life User</p> <p>44. <input type="checkbox"/> Other:</p> <p>SPECIAL AREAS:</p> <p>45. <input type="checkbox"/> Lives in River Flood Zone</p> <p>46. <input type="checkbox"/> Lives in Hurricane Evac. Zone</p>
--	---	--

Special Needs Survey Log Out

Version: 2.5 Current User: amiller

Section 1 A

Your personal Information: ☺

If your address does not reflect your actual physical location, then describe where the location is that emergency personnel can find you.

First * : Adam MI: Last * : Miller Suffix:

Email: amiller@deltaone.com

Physical Address:

Address * : 16535 Southwest Freeway

City * : Sugar Land State * : TX Zip Code * : 77479

Residence Type: Please Select a Type...

Municipality * : SUGAR LAND

[What is this?](#)

Mailing Address: (Please enter if different then your Physical Address)

Address: 16535 Southwest Freeway

City: Sugar Land State: TX Zip Code: 77479

Primary Phone * : (281) 261 - 1267 ext.

Is Primary Phone TTY/TTD

Secondary Phone: () - ext.

I do not have a phone.

Date of Birth (mm/dd/yyyy): 04 / 12 / 1979

Height: 6 - 0 Weight over 300lbs:

[Why do we need this?](#)

Gender: Male



RAPID ENTRY

The application provides a fast and effective way for authorized users to add or update surveys. The rapid entry survey allows users to enter new surveys or update existing survey information en masse from paper forms, telephone calls, or other methods of collecting data.

ADMINISTRATION MODULE

The Administration Module provides the ability to maintain (i.e., add, edit, delete) users and to access the Listing and Search page, reporting tools, and the GIS component. In addition, administrators can enter or edit survey information in the database and add, update, or delete individuals who have completed a survey. There is a multi-entry report that allows administrators to manage duplicate entries.

The first component of the module is the Listing and Search page. Here, authorized users can narrow the lists by applying search criteria. All individuals displayed in the Listing page are hyperlinked to their Detailed Information page.

Figure 2: Listing and Search Page

The screenshot shows the 'Special Needs Survey' application interface. At the top, there are navigation links: 'Public Survey', 'Admin Survey', 'Users', 'Contact Info', 'Multiple Entries', and 'Log Out'. The current user is identified as 'administrator'. Below the navigation is a search section with a 'Search' header and a 'Show / Hide Search' button. There are two search options: 'Quick Search' (selected) with a text input field 'Name to search for ...', and 'Advanced Search'. Below the search options are several buttons: 'New Survey...', 'Listing Report', 'Detailed Report', 'Export Shape File', 'Export Data to Excel', 'Show on Map', and 'Reverse 911'. The main content area is a table listing survey entries.

	Name	County	Municipality	Survey Type	Status	Last Update
	Adasson, Anita	Fort Bend	UNINCORPORATED	Individual	Active	11/12/2010
	Addison, Jim	Fort Bend	MISSOURI CITY	Individual	Active	11/12/2010
	administrator, system	Fort Bend	BEASLEY	Individual	Active	11/11/2010
	Angston, Lisa	Fort Bend	FRESNO	Individual	Active	11/09/2010
	Arcola Acute Care Hospital	Fort Bend	SUGAR LAND	Facility	Active	11/12/2010
	Armstrong Assisted Living	Fort Bend	MISSOURI CITY	Facility	Active	11/11/2010
	Armstrong Assisted Living	Fort Bend	MISSOURI CITY	Facility	Active	11/10/2010
	Austin University - Dormitory Non-Residential	Fort Bend	UNINCORPORATED	Facility	Active	11/11/2010
	Brosnan, Pierce	Fort Bend	MISSOURI CITY	Individual	Active	11/09/2010
	Cassidy, John	Fort Bend	PECAN GROVE	Individual	Active	11/12/2010
	Coleman, Joseph	Fort Bend	HOUSTON	Individual	Active	11/12/2010



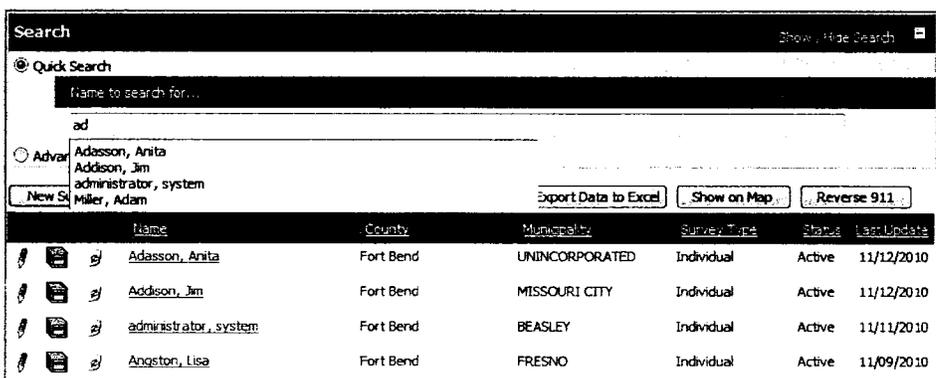
REPORTING CAPABILITIES

To rapidly find individuals with special needs, the application provides three powerful searching features: Quick Search, Advanced Search, and Geographic Search. Once the affected area is identified, summary or detailed reports can be run and used for rescue manifest.

QUICK SEARCH

The Quick Search allows the user to start typing in an individual's name, and the system dynamically provides a list of possible options.

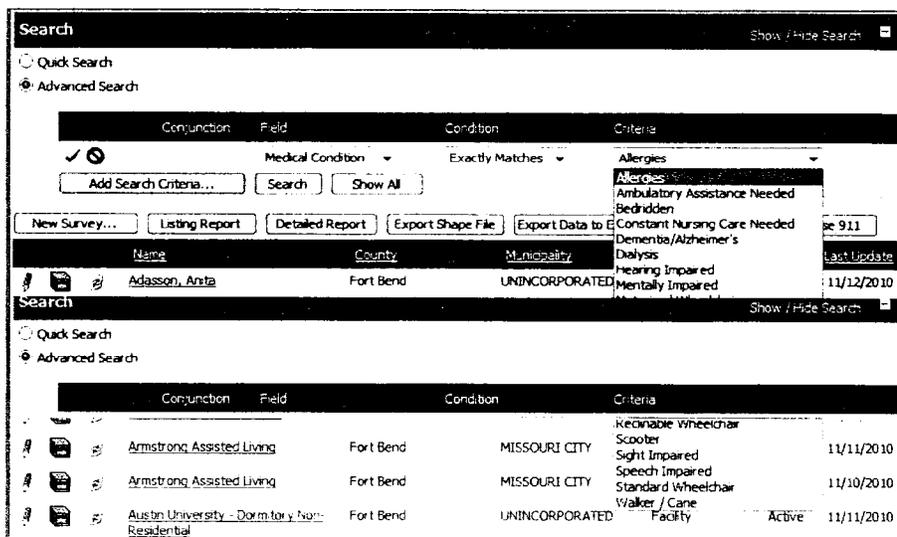
Figure 3: Quick Search



ADVANCED SEARCH

The Advanced Search enables the user to select multiple search criteria (e.g., county, municipality, emergency service number, name, zip code) to identify people with special needs.

Figure 4: Advanced Search



GEOGRAPHIC SEARCH

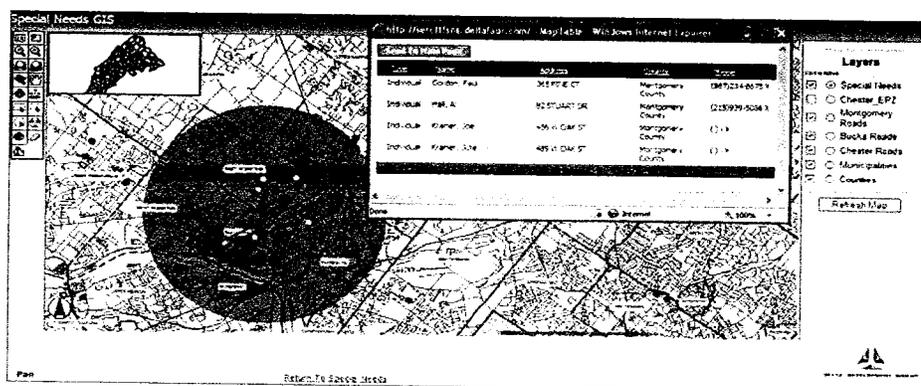
GIS SEARCHING AND REPORTING

Users have the ability to map all records or limit the list through the quick or advanced search capabilities and then map the listed resources. The Special Needs GIS Map has a set of tools incorporated into the display designed to allow a user to zoom, pan, retrieve detailed information, and more.

Once the mapping module is open, users can select the following tools to search for individuals with special needs:

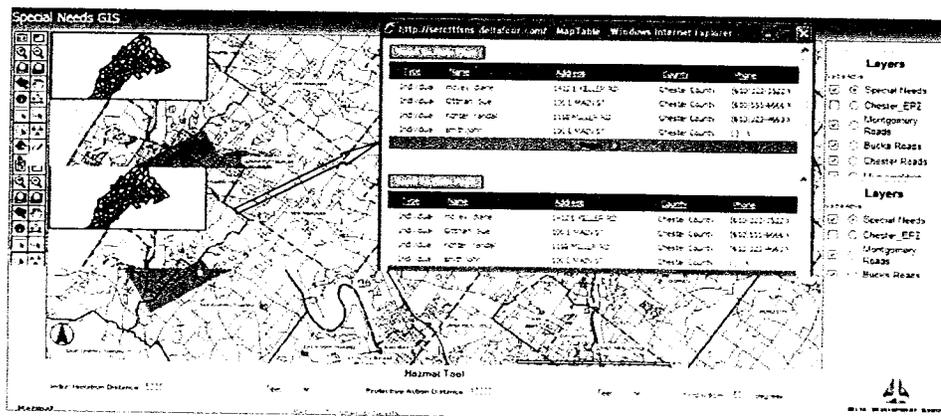
- Radius Search – Identifies and reports all individuals within a selected radius from an incidence epicenter.

Figure 5: Radius Search



- HazMat Tool – Identifies all individuals within a HazMat plume. The application draws the plume based on three inputs: initial isolation distance, protective action distance, and wind direction. The user clicks on the epicenter, the search analysis is drawn, and a report on any individual in the selection area is returned.

Figure 6: HazMat Tool



- Nuclear Facility Tool – Searches Emergency Planning Zone (EPZ) and returns a map and report and is only active in geographic regions affected by EPZs.
- Polygon Search – Allows users to draw their own polygon on the screen and the system will highlight and report on all people with special needs in the user-created polygon.

GIS DATA SHARING

Along with the automatic mapping capabilities, Special Needs software provides a shape file download function. The shape file download can be used to share the Special Needs layers with GIS departments and other government entities.

PROJECT MANAGEMENT

The successful completion of any significant project involves the effective interaction of a diverse number of organizations, individuals, and disciplines. The Delta approach to managing projects recognizes the criticality of effective communications at all levels. Recent studies of critical project success factors confirm our approach, citing the greatest cause of project failure as a lack of effective communication and user involvement. Even the most technically adept project teams will fail without effective, ongoing communication of project objectives, issues, and time frames.

The Delta management approach will not only facilitate day-to-day management but will help the project team to perform the following tasks:

- Communicate effectively
- Identify and resolve issues quickly
- Control project schedule
- Manage project scope and resources
- Balance conflicting demands
- Provide status reports and meetings
- Ensure all deliverables meet client specifications

TRAINING

Delta has a strong training, mentoring, and knowledge-transfer process. Our business model focuses on completing projects on time and within budget, while training end users to confidently use the product and transfer knowledge to agency information technology staff to support and maintain the application. Delta will provide system documentation and training.

TECHNICAL OVERVIEW

Total Visibility is built on Microsoft's .NET platform, which provides enhanced performance, scalability, security, and functionality. *Total Visibility* was developed in ASP.NET using the C# language and uses Microsoft's SQL Server database platform to store information. The application uses customized tools for mapping and geocoding.



SOFTWARE MAINTENANCE AND SUPPORT

Delta's maintenance and support service is provided with the software license for the first year. Additional support services can be purchased for future years. The support covers telephone and e-mail support and assistance with program operations, software updates to resolve known issues, user documentation updates, and minor release updates by module. During the normal course of business, help desk support is provided Monday through Friday 7:30 a.m. – 5:30 p.m. Should there be a declaration of emergency, Delta will provide twenty-four (24) hour per day coverage for technical support during the emergency.

PROJECT DELIVERABLES

The following project deliverables will be produced:

- One Year Software Hosting Services
- One on-site training course
- One Year Software Maintenance and Support

PROJECT BUDGET

The following matrix represents the cost for the software licenses and the tasks described in this proposal utilizing our GSA schedule pricing - GS-35F-0194V.

ITEM	TOTAL
Special Needs Application License*	\$24,431.88
1 Year Software Hosting Services	\$1,200.00
Expenses	\$1,000.00
TOTAL PROJECT	\$26,631.88

**Total Visibility licensing fee includes software implementation, unlimited client access licenses and one training session.*

OPTIONAL CONSULTING SERVICES

The following matrix represents the cost for optional consulting services described in this proposal

ITEM/TASK	COST
Software Maintenance and Support	
First Year Software Support Included in Initial License	\$0
Annual Software Support (15% of licenses)	\$3,665.00
Outreach Program	TBD

FUNDING OPPORTUNITIES

Delta's clients have used various federal, state and local funding sources to procure our software and services. Below is a list of federal funding sources that have been utilized:

- CDC – Centers for Disease Control and Prevention
- EMPG – Emergency Management Performance Grant
- HSGP – Homeland Security Grant Program
- UASI – Urban Area Security Initiative

CONTRACT OPTIONS

Delta's clients have used various procurement vehicles to procure our software and services. Jackson County Florida is considering using our GSA Schedule 70 for this procurement.

- GSA Schedule 70 GS-35F-0194V.

The General Services Administration (GSA) Schedule Program is the preferred procurement vehicle for federal agencies. The Schedule Program places vendors through a rigorous qualification program before allowing them to provide their services to federal agencies. This qualification process ensures that federal agencies are receiving the best prices from the most experienced vendors. GSA allows agencies to buy goods and services directly from GSA Schedules rather than enduring lengthy RFP and RFQ processes

The Division of State Purchasing initially approved the use of Schedule 70 as an alternate source contract on April 12, 2006. In State Purchasing Memorandum Number 1 (2008-2009) dated November 19, 2008, they reaffirmed its approval of using GSA Schedule 70 as an alternate source contract pursuant to 60A-1.04793).F.A.C.



OVERVIEW – DELTA DEVELOPMENT GROUP, INC.

Delta Development Group, Inc. (Delta) was founded in 1988 and headquartered in Mechanicsburg, Pennsylvania, with offices in Pittsburgh and State College, Pennsylvania, and Washington, D.C., delivers specialized consulting services in Information Technology, Homeland Security and Emergency Management Planning, Community and Economic Planning, and Real Estate Development. Delta's Information Technology practice specializes in interactive Web and handheld applications, requirement analysis, system/process reengineering, and project management and facilitation. The focus of the Information Technology practice is to provide our clients with technology that leverages their current investment/capabilities and improves core business processes.

Among Delta's unique qualities is the integration of our broad range of disciplines and complementary services. For each project, we assemble a customized project team that is composed of professionals from all of our service areas, depending upon the knowledge and skills required. This approach combines high proficiency in each specialty with a "big picture" perspective that allows us to address challenges from a complete problem-solving vantage point. Our clients benefit from the insights of our professionals in information technology, emergency management planning, management consulting, and government relations. Delta has organized a qualified group of information technology and emergency management professionals to assist you with this project.

DELTA TEAM

Delta has assembled a project team with broad experience in information technology and emergency management for this engagement. Team member bios are listed below.

RICHARD J. ROSSI

SENIOR VICE PRESIDENT, INFORMATION TECHNOLOGY

Rick Rossi directs the Information Technology (IT) practice area of Delta Development Group. In this capacity, Rick leverages his unique IT management and government background to bring about innovative and realistic solutions that meet our clients' business needs.

Rick, a Delta Development Group shareholder, is responsible for directing a wide variety of IT consulting services to public and private sector clients. These services include customized application development, IT strategic planning, and network services. Additionally, Rick has led the development and implementation of the *Total Visibility* emergency management software suite. *Total Visibility* modules include: resource management, special needs evacuation, damage assessment, and patient tracking applications.

He has the ability to understand our clients' business processes and apply the appropriate technical solution to facilitate their business needs. Rick has a proven track record of working with clients to identify project goals, target population and system requirements, and complete projects on time and within budget. Clients he has served include New Jersey Office of Homeland Security and Preparedness, Pennsylvania Department of Health, PA Department of Transportation, PA Department of Community and Economic Development, East Central Pennsylvania Counter Terrorism Taskforce, South East Regional Counter Terrorism Taskforce,



PA Liquor Control Board, PA Department of Labor and Industry, and many other state and local government entities.

Rick has extensive federal, state, and county government experience. Prior to joining Delta, Rick worked for the Governor's Office of Administration as both an IT and Management Consultant. Previously he worked for Congressman Phil English as Deputy Chief of Staff, Campaign Manager, and a legislative analyst (Veterans' Affairs, Small Business, Commerce, and Judiciary committees).

In his various positions, Rick wrote legislation for members of Congress, briefed the media, implemented multi-site networks, and ran multiple offices and projects simultaneously. As a Technology Consultant for the State of Pennsylvania, Rick directed multi-agency e-Government initiatives. Examples of these multi-agency projects include PA Open for Business, Community Resource Connection, and Accessible PA. The initiatives allowed agencies that provide services to the same target population to coordinate and simplify the process for users.

Rick holds a Bachelor of Arts in political science, magna cum laude, from Kent State University, and received a Master of Business Administration degree from Penn State University.

BRANDON D. KILHEFFER

SENIOR INFORMATION TECHNOLOGY CONSULTANT

Brandon Kilheffer uses his broad knowledge of technology and his vast experience working with government and defense agencies to develop innovative products and solutions that meet the needs of Delta Development Group's clients.

As lead developer on the Special Needs Registry, Brandon has incorporated his talents in Web development and geospatial data management to create a registry Web site that can provide dynamic searchable maps for clients to locate special needs individuals in an emergency or in the process of planning for one. The maps also include dynamic hazard plume and Emergency Planning Zone (EPZ) layers and incorporate client-specific data layers.

Prior to joining Delta, Brandon worked as a contractor at the Pennsylvania Fish and Boat Commission (PFBC). His wide range of skills in database and Web development was fully utilized to meet the challenges PFBC faced. Brandon completed the data migration from the existing licensing system to a Point of Sale system run by Automated Licensing Systems, Inc. (ALS). He helped to coordinate data replication from ALS to PFBC and developed a Web application that generated PFBC's financial reports from this data.

Brandon has previous development experience in many areas. This includes creating a solution to interface the Pennsylvania Department of Health's Health Alert Notifications with the Pennsylvania Emergency Incident Response System. Brandon developed a student management system targeting vocational schools. Its functionality included the management of general information, enrollment, attendance, grading, discipline referrals, and task tracking. He also converted the Performance Oriented Packaging (POP) Application to .Net technologies for the Defense Distribution Center (DDC). This was a conversion of the original POP Web site (ASP to ASP.NET) and client application (VB6 to VB.NET) that provided information to DDC employees and military personnel on tested packaging configurations that conform to UN specifications for shipment of non-bulk hazardous materials.



Brandon's software skill-set includes ArcIMS, ArcGIS Server, SQL Server 7/2000/2005; SQLite; MySQL; Visual Studio 2005/2008; Active Reports .NET; Crystal Reports; Visual Basic 6.0; Windows Scripting Components; NHibernate; and NAnt.

His language skill-set includes ASP.NET; VB.NET; C#; ESRI ADF, WCF; SQL; XML; XSLT; VB6; ASP; XHTML/HTML; DOM/DHTML; AJAX; JavaScript; VBScript; and CSS.

Brandon earned a Bachelor of Arts degree in computer science from Messiah College, Pennsylvania.

AARON M. PALMER, MCP#

SENIOR INFORMATION TECHNOLOGY CONSULTANT#

Aaron Palmer is focused on delivering intelligent solutions that exceed customer expectations. He brings almost 10 years of development experience, developing Web, desktop, and server applications. Aaron has extensive experience with inventory tracking and change management applications, and leverages this experience to meet the needs of Delta Development Group's clients.

Prior to joining Delta, Aaron worked at the Pennsylvania Department of Transportation (PennDOT) as a Senior Application Development Specialist in the Project Management Office of the Bureau of Information Systems. His duties there included complete database and application development support for PennDOT's Information Technology (IT) Inventory Tracking System, which utilizes RFID technology to track IT inventory. He also was the primary developer for PennDOT's Service Request System, a workflow application that tracks the entire life cycle of work requests from inception, through review, implementation, and verification. Aaron has valuable business experience regarding project management workflow and change management processes. Aaron also has a very broad and extensive range of experience in application development, so he can quickly and easily adapt to any environment.

Aaron's primary software skills include Microsoft Visual Studio 2005; Lotus Notes/Domino; Microsoft SQL Server 2000, 2005; Visual Basic 6.0; Crystal Enterprise 11; Active Reports; MySQL; PostgreSQL; and Eclipse 3.2.

Aaron's language skill-set includes Visual C#; ASP.Net 2.0; VB.Net; VB 6.0; VBA; VBScript; JavaScript; T-SQL; Classic ASP; XML; XSLT; Lotus Script; DHTML; CSS; VBS; WSC; PHP5; Embedded Visual C++; and AJAX.

Aaron earned a Bachelor of Science degree in computer science from Lebanon Valley College, Pennsylvania. He is a Microsoft Certified Professional, with his certification in Microsoft SQL Server 2000 Application Development. He is also a Principle Lotus Certified Professional, certified in application development for Lotus Notes and Domino.



DIANE A. LIZAMBRI
INFORMATION TECHNOLOGY CONSULTANT

Diane Lizambri improves client satisfaction by implementing software quality assurance analysis activities for Delta Development Group's application development process.

Diane plays a critical role in the various information technology projects at Delta. The development of a fully Web-based product, Total Visibility, has given Diane the opportunity to work extensively with the application developers on the information technology team. She is involved in testing the functionality, performance, and quality of the product, and communicating results to enhance the software. In addition, Diane collaborates with team members to develop the training and user guides. She also assists with training the end users on the product.

Her responsibilities have included providing quality assurance testing for several of the Pennsylvania Department of Transportation's handheld device and Web-based systems. She also played a key role in the management of the database for the DUI Palm Pilot project. Diane provided support in developing user acceptance tests for the Pennsylvania Liquor Control Board's electronic Internet licensing system, and assisted in the design of the pilot Web site layout.

She contributes to product evaluation and system documentation for the Network Services practice, including making recommendations for enhancing network environments and end-user operations.

Prior to joining Delta, Diane served the Pennsylvania Landscape and Nursery Association for seven years in a systems support role. Her duties included maintaining the membership database, supporting the Novell network, and troubleshooting software.

Diane attended the Microsoft Certification for Systems Administration program, successfully passed the Novell Certified Network Administration test, and has completed numerous fundamental and technical computer and graphic design classes to complement her computer skills. She has also completed independent study courses through the Federal Emergency Management Agency and has been certified at the IS-100 and IS-200 levels.

MATTHEW J. MARTIN, GISP
ASSOCIATE

Matthew Martin utilizes his knowledge and experience with Geographic Information Systems (GIS) to enhance Delta Development Group's project efforts by providing high-quality cartographic designs and analyses.

Matt also contributes to Delta's Information Technology practice area by assisting with the modernization efforts of the State Workers' Insurance Fund (SWIF). Matt provides IT consultation, writes custom VB scripts, and provides OnBase Administration to SWIF. OnBase is enterprise content management software that SWIF has implemented to aid them in document/record management and workflow. Through working on this project, Matt has acquired extensive experience designing, creating, and implementing complex business document workflows.



Prior to joining Delta, Matt worked as a Limited Term Researcher, specializing in GIS analysis with the Delaware Geological Survey. There, Matt worked as part of a research team on the State Water Table Mapping Project, funded by the Delaware Department of Natural Resources and Environmental Control (DNREC). His responsibilities included determining appropriate methodologies and model parameters for the project, compiling and managing large water-level datasets within an Oracle database environment, performing statistical analyses on the data, and creating cartographic layout and design.

Matt has also worked for the Pennsylvania Geological Survey as a GIS intern. His primary duties there included high-quality production of county-wide geologic maps as part of the local government outreach program, and management of county GIS data obtained for the PAMAP Project. The latter was an initiative to create a seamless, digital base map for the Commonwealth of Pennsylvania.

Matt graduated from Shippensburg University, Pennsylvania, where he earned a Bachelor of Science degree in geoenvironmental studies. As an undergraduate, Matt excelled academically and was a member of Gamma Theta Upsilon, the international honor society in geography. He also earned a Master of Science degree in geoenvironmental studies from Shippensburg University.

STEVE GREISMAN
ASSOCIATE

Steve Greisman focuses on business development for the Information Technology (IT) practice of Delta Development Group, Inc. In this role, Steve leverages his extensive background in government IT operations and his understanding of day-to-day client problems to help develop innovative and realistic solutions.

Steve has over 20 years of experience with federal, state, county, and local government agencies, and has been involved with the Department of Homeland Security since its creation. He has worked closely with such prime contractors as Lockheed Martin, Boeing, Accenture, and Raytheon. He has also been asked to speak at U.S. General Services Administration small business seminars.

Steve has worked with the National Association of Counties and U.S. Communities in establishing their initial purchasing cooperative contracts for IT products and services. In addition, he has knowledge and understanding of government contracting and government procurement cycles.

Prior to joining Delta, Steve held various positions in the role of business development, consulting, and government contracting. He was the primary contact for Lavi Industries with the Transportation Security Administration, as well as the U.S. Visit program. The clients he has served include the State of California Departments of General Services, Corrections, Transportation, and Superior Courts; the New York State Unified Court System; Maricopa County, Arizona; Gwinnett County, Georgia; Miami-Dade County, Florida; Los Angeles County, California; and the City and County of San Francisco.

Steve holds a bachelor's degree in marketing from California State University, Northridge, as well as an associate's degree in computer science from Los Angeles Valley College. He has also completed training classes through the Defense Contract Audit Agency, Federal Acquisition Institute, and the Defense Acquisition University.



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