

BOARD OF COUNTY COMMISSIONERS

GULF COUNTY, FLORIDA

AGENDA	MAY 22, 2012	TIME / PAGE NO.
1. Meeting Called to Order		6:00 p.m.
2. Consent Agenda		1-62
3. Public Hearing – P.D.R.B. Recommendations (May 21, 2012)		63-64
4. County Staff Business		
5. Board Business		
6. Public Discussion		

F.S. 286.0105:

If a person decides to appeal any decision made by the board, agency or commission, with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

CONSENT AGENDA

May 22, 2012

1. Minutes – April 24, 2012 – Regular Meeting 1-15
2. Appointment – Gulf Coast Workforce Board (Gary Ross & Ruth Phillips) 16
3. Bid Award #1112-18 (Miscellaneous Striping Project) 17-18
4. Bid Rejection/Re-Bid #1112-19 (Courthouse Fountain Purchase)
Bid Rejection/Re-Bid #1112-20 (Sale of County Owned Property) 19
5. Inventory – Gulf County Clerk of Court (Junk #10-263 * NFC Mark II Phone
System w/cords) 20-21
6. Invoices – Bike Florida (Invoice #204 * \$10,000.00 * \$5,000.00 to be paid from
Account #27452-48000 and \$5,000.00 to be paid from
Account #27452-48000-BP3) 22-24
 - County Attorney Jeremy Novak – Professional Services (Invoice
#1547 * \$500.00 * to be paid from Account #21111-31200) 25-29
 - Gulf Coast Children’s Advocacy Center (April, 2012 * \$175.00 * to be
paid from Account #21111-31300) 30-31
 - The Ferguson Group, LLC – Federal Lobbying Services (Invoice
#0612173 * \$6,500.00 * to be paid from Account
#21111-31200) 32
7. Request for Release of Funds – Northwest Regional Library System (April-June,
2012 * \$27,515.00 * to be paid from Account #62271-34100) 33
8. S.H.I.P. – Local Housing Assistance Plan FY 2012-2015 34-62

APRIL 24, 2012

PORT ST. JOE, FLORIDA

REGULAR MEETING

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

Others present were: County Attorney Jeremy Novak, Clerk Finance Officer Carla Hand, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Emergency Management Director Marshall Nelson, Emergency Medical Services Director Houston Whitfield, Fire Coordinator Brad Price, Grant Writer Towan Kopinsky, Planner David Richardson, Public Works Director Joe Danford, Public Works Director Bobby Knee, Sheriff Joe Nugent.

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

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

CONSENT AGENDA

Upon motion by Commissioner Yeager, second by Commissioner McDaniel, and unanimous 5-0 vote, the Board approved the Consent Agenda after removal of Item #7 (pages 38-47), Item #8 (page 53), and with Commissioner Yeager abstaining from Pages 34-35. Grant Writer Kopinsky requested to modify Change Order #2 from C.W. Roberts Contracting regarding the Cape Bike Path Phase IV Project, stating the amount should be an increase of \$6,050.00 instead of the \$8,000.00. The agenda was approved as follows:

1. Minutes – April 10, 2012 - Regular Meeting
- Correction to the Minutes of March 27, 2012
2. Agreement – Administrative Services - Jordan & Associates (CDBG Housing –
*\$94,500.00)

3. Agreement – Gulf County Emergency Management (Gulf County Hazards Analysis (HA) and Apalachee Regional Planning Council * \$2,000.00)
3. Agreement Amendment #1 – Preble-Rish, Inc. (Stumphole Revetment Project CDBG Contract #10DB-K4-02-33-01-K15 *CDBG Grant #12DB-P5-02-33-01-K46 DREF Single Source Procurement* \$26,892.00)
4. Agreement Amendment #2 – Preble-Rish, Inc. (Stumphole Revetment Project CDBG Contract #10DB-K4-02-33-01-K15 *CDBG Grant #10DB-K4-02-33-01-K15 DRI *Increase \$8,800.00)
5. Change Order #2 – C.W. Roberts Contracting, Inc. (Cape San Blas Shared Use Path, Phase IV Bid #1011-30 * Increase \$8,000.00)
6. Grant Applications – Recommendation of Gulf County CTST/
Transportation Committee
 - (A) Small County Outreach Program (SCOP)
 1. Jarrott Daniels Road, Phase 2
 2. C.R. 30-B (Indian Pass Road)
 - (B) Small County Rural Assistance Program (SCRAP)
 1. C.R. 386 (Overstreet Road)
 - (C) County Incentive Grant Program (CIGP)
 1. Old Bay City Road, Phase 3
 2. Iola Road, Phase 2
 - (D) Transportation Enhancement Program (TEP)
 1. Americus Avenue Ditch Outfall Project
 2. Multi-Use Path from Pine Street to Beacon Hill Park
 - (E) Transportation Regional Incentive Program (TRIP)
 1. C.R. 386 (Overstreet Road) from U.S. 98 to Overstreet Bridge
 2. C.R. 382 (Industrial Road)
7. Inventory – Gulf County Fire Coordinator Requests

****DELETE**** - Dalkeith Fire Department – Asset #320-32,
1995 Seadoo Jet Ski - Junk & Donate to #125 Wewa
Search and Rescue

****DELETE**** - Dalkeith Fire Department – Asset #320-29,
1978 Grumman Pumper Fire Truck – Junk & Sell for
Scrap

****DELETE**** - Howard Creek Fire Department – Asset #180-
22, 1973 Mack CF95F Pumper Fire Truck – Junk &
Sell for Scrap

****DELETE**** - Howard Creek Fire Department – Asset #180-
18, 1986 Chevrolet Astro Van – Junk & Sell for Scrap

****DELETE**** - Stone Mill Creek Fire Department – Asset
#185-9, 1976 Seagrave Custom Pumper, 1000 GPM
– Junk & Sell for Scrap

****DELETE**** - Wetappo Fire Department – Asset #321-07,
1974 Ford 900 #2 Fire Truck – Transfer / Donate to
Liberty County BOCC for Estiffanulga VFD

8. Invoices – C.W. Roberts Contracting, Inc. – Cape San Blas Shared Use Path,
Phase IV (Application #3 * \$120,958.99 * to be paid from
Account #40341-53000)

- Florida Department of Revenue – Unemployment Tax (\$8,148.85
to be paid from Account #347511-2500)

****DELETE**** - Gulf County Chamber of Commerce – (3rd Quarter Billing
FY 2011-2012 Invoice #11-519 *\$20,750.00) * to be paid
from Account #27152-82000)

- Gulf County Sheriff – Requesting Reimbursement (Clyde G. Cole
WCU Cadaver Dog Training Course * \$1,050.10 * to be paid
from Account #31021-91002 * 2nd Dollar Funds)

-Gulf County Sheriff – Requesting Reimbursement (Clyde G. Cole &
Jerome Williams K-9 Training & Problem Solving Workshop
* \$1,300.00 * to be paid from Account #31021-91002 2nd
Dollar Funds)

- JBS Engineering Technical Services – Cape San Blas Bike Path Phase IV (Invoice #412681-03 *\$17,283.10 * to be paid from Account #40341-31000)
- JBS Engineering Technical Services – Cape San Blas Bike Path Phase IV (Invoice #412681-02 *\$8,598.32 * to be paid from Account #40341-31000)
- Legal Services of North Florida – Disbursement 2011-2012 Legal Aid Services Funds (January 1 – March 31, 2012 * \$939.20 to be paid from Account #71015-82000)

(End)

P.D.R.B. RECOMMENDATIONS (APRIL 16, 2012)

The Board then considered the following recommendations from the April 16, 2012 meeting of the Planning & Development Review Board:

VARIANCE APPLICATION – ALLEN & GAY WORLEY

Pursuant to advertisement to hold a public hearing to consider a variance application for Allen & Gay Worley (Parcel ID #03756-005R) located in Section 31, Township 6 South, Range 11 West, Gulf County, Florida – 5.9' encroachment into the 25' road setback for D.E.P. C.C.C.L. permitting. Chairman Williams called for public comment. There being no public comment, Commissioner McLemore motioned to approve the variance application. Commissioner Smiley seconded the motion, and the motion passed unanimously.

CONSENT AGENDA

Chief Administrator Butler reported that the previous motion on the Consent Agenda was carried 5-0, stating that Commissioner Yeager abstained to pages 34-35, and the motion should have passed 4-0.

GULF COAST COUNTY COALITION

Deputy Administrator Lanier reported that the Gulf Coast County Coalition is lobbying on the Restore Act, stating they are requesting a \$2,500.00 small county share and recommended approval. Commissioner Yeager motioned to approve this recommendation. Commissioner McDaniel seconded the motion and it passed unanimously.

BID AWARD #1112-15 – STUMPHOLE REVETMENT PHASE IV & V

Grant Writer Kopinsky recommended awarding Bid #1112-15 for the Stumphole Revetment Project Phase IV & V to North Florida Construction, Inc. (low bidder), in the amount of \$1,047,300.00, contingent upon negotiating the two amounts to fit within the grant budget, and allowing the Chairman to execute all documents necessary in conjunction with this award. Upon inquiry by Commissioner McDaniel, Grant Writer Kopinsky read the bids and their amounts. Commissioner McLemore motioned to approve this recommendation and award to the low bidder. Commissioner McDaniel seconded the motion, and it passed unanimously.

CHANGE ORDERS – BRYAN-CO SERVICES - AFFORDABLE RENTAL HOUSING COMPLEXES – BID #1011-23

Grant Writer Kopinsky requested approval of three change orders for the Affordable Rental Housing Complexes, to allow Bryan-Co Services a time extension until June 9, 2012. Commissioner Smiley motioned to approve this request. Commissioner Yeager seconded the motion, and it passed unanimously.

IMPACT FEES

Grant Writer Kopinsky discussed the balances of the Impact Fees and what has been allocated to the County Parks, and requested direction from the Board. Discussion followed. Upon inquiry by Commissioner McLemore, Grant Writer Kopinsky discussed that Jail Administrator Hammond previously requested permission to install air conditioning in some of the cells at the jail, stating she is requesting the Board to set aside their Bid Policy on this project and allow them to proceed, and any funds remaining after completion purchase additional fencing. Commissioner Yeager motioned to donate the funds remaining in Cape Palms Park (\$4.70), Honeyville Park (\$.10), Indian Pass Boat Landing (\$1,502.95), Overstreet Park (\$470.98) and Stonemill Creek Park (\$48.63) to Beacon Hill Park for improvements. Commissioner McLemore seconded the motion, and it passed unanimously. Jail Administrator Hammond reported that the total cost on the air conditioning at the jail will be approximately \$13,000.00, stating they are not exceeding the bid limit on any one item, but because there are different vendors the total will exceed \$5,000.00. Chairman Williams requested for this to be tabled until County Attorney Novak approves. Jail Administrator Hammond reported that this money has to be allocated and spent or it will have to be returned.

PROCLAMATION – E.M.S. WEEK

Emergency Medical Services Director Whitfield reported that National E.M.S. Week is May 20-26, 2012 and read a proclamation for the Board to consider for adoption. Commissioner McLemore motioned to adopt the proclamation. Commissioner Yeager

seconded the motion, and it passed unanimously. Emergency Medical Services Director Whitfield reported they have several items planned for the month of May.

INVOICES – TRACTOR & EQUIPMENT COMPANY – PUBLIC WORKS LOADER

Public Works Director Danford requested approval of two invoices from Tractor & Equipment Company for repairs to the Public Works loader, in the amount of (#P59780) \$3,978.93 and (#P59719) \$585.54. Commissioner McLemore motioned to approve this request. Commissioner Smiley seconded the motion, and it passed unanimously.

AMNESTY DAY – APRIL 28, 2012

Public Works Director Danford reported that Amnesty Day will be held Saturday, April 28, 2012 from 9:00 a.m. to 12:00 p.m., E.T. Chairman Williams requested for Deputy Administrator Lanier to place this on the County website. Commissioner McLemore requested Deputy Administrator Lanier to also place this on the Wewahitchka TV Channel.

FLOOD PLAN

Planner Richardson reported he has submitted the Flood Plan draft and changes to the State, stating he will start the process of adoption once he receives approval.

DEPARTMENT OF ECONOMIC OPPORTUNITY – MILITARY BASE COMPATIBILITY

Planner Richardson reported the Board received a letter from D.E.O. concerning Military Base Compatibility, stating he does not know what the deficiencies are, but according to F.S. 163.3177, it is imperative by the State of Florida that the County participate and make sure we are compatible with E3 on Cape San Blas.

TRANSPORTATION RECLASSIFICATION

Planner Richardson discussed transportation reclassification of roads, stating the P.D.R.B. is going to recommend reclassifying Old Bay City Road and Mace Martin Road from a local road to a minor collector, because they are linking Dalkeith to Howard Creek. He also recommended reclassifying Jarrot Daniels Road from a local road to a minor collector road. Upon inquiry by Commissioner McLemore concerning Road 50 from Howard Creek to Overstreet, Planner Richardson reported it is in the proposed Comprehensive Plan for a study.

BID ADVERTISEMENT – WHITE CITY FIRE DEPARTMENT

Assistant Administrator Hammond requested approval for the White City Fire Department to re-advertise for sealed bids for the house located at 6909 Highway 71 in White City, with a minimum bid of \$5,000.00. Commissioner Yeager motioned to

approve this request. Commissioner McDaniel seconded the motion, and it passed unanimously.

BID AWARD #1112-14 – TOURIST DEVELOPMENT COUNCIL TV PRODUCTION

Chief Administrator Butler recommended awarding Bid #1112-14 for T.D.C. TV Production to Troy White (only Bidder), in the amount of \$425.00. Commissioner McLemore motioned to approve this recommendation. Commissioner Smiley seconded the motion, and it passed unanimously.

TOURIST DEVELOPMENT COUNCIL DIRECTOR APPLCATIONS

Chief Administrator Butler discussed receiving applications for the T.D.C. Director position, stating that Kim Bodine of Gulf Coast Workforce Board is talking with the applicants, and this process is moving forward with some good candidates.

TOURIST DEVELOPMENT COUNCIL – INVOICES - SIGNATURE AUTHORITY

Chief Administrator Butler discussed there is a special T.D.C. Board meeting Thursday morning, stating that all invoices turned in have been processed (paid or additional information needed). He reported that Assistant Executive Director Kellee Novak has resigned and her last day will be by May 2, 2012. Chief Administrator Butler recommended temporarily having multiple signature authorities (himself and County Attorney Novak) sign invoices and allow Grant Writer Kopinsky to have single signature authority. Commissioner Yeager motioned to approve this recommendation. Commissioner Smiley seconded the motion, and it passed unanimously.

BOARD MEETINGS – VIDEO SERVICES

Chief Administrator Butler discussed the Video Services Report, stating Ken Murphy was the low bidder and he is working on having everything installed in Wewahitchka, and is waiting on Mediacom to install a modem; stating it should be running in Wewahitchka by next week. Upon inquiry by Commissioner McDaniel concerning the channel, Chief Administrator Butler reported he does not know what channel the program/meeting will be showing on.

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

Sheriff Nugent reported that the 2012 Edward Bryne Memorial Justice Assistance Grant is \$34,000.00 for Gulf County, and requested permission for the Chairman to execute the documents. Commissioner McLemore motioned to approve this request. Commissioner Yeager seconded the motion, and it passed unanimously.

SHERIFF'S DEPARTMENT PRESENTATION – INTERNET SCAMS

Sheriff Nugent reported the Sheriff's Department will be at the Overstreet Fire Department on Thursday, April 26, 2012 at 6:30 p.m., E.T. to give a presentation to the public regarding internet scams.

GULF COUNTY HEALTH DEPARTMENT – NEW DOCTOR

Marsha Lindehman, Gulf County Health Department Administrator, appeared before the Board and introduced Dr. Robert Sharp, stating he will be working full time in the Wewahitchka Health Department, and both Health Department's are open ten hours a day five days per week. Ms. Lindehman reported they have a new dentist in both sites since January.

RABIES VACCINATION CLINIC

Marsha Lindehman Gulf County Health Department Administrator discussed they will hold a rabies vaccination clinic on Saturday, April 28, 2012 in Wewahitchka at the Honeyville Community Center from 8:00 a.m. to 12:00 p.m., C.T. She reported they did a reverse 911 messaging to push the message out to the community about the clinic, and they ordered 500 vaccines which will be free to the public.

ROAD REPAIRS – COUNTY ROAD 386

Commissioner McDaniel discussed meeting with D.O.T. on C.R. 386, stating that it has been moved to the top of the list for stripping and repairs.

ROAD REPAIRS – IOLA LANDING ROAD

Commissioner McDaniel discussed that he and Public Works Director Knee went over to the Iola Landing Road, stating they are going to place speed limit signs and reflectors on the road tomorrow.

TRAVEL – COMMISSIONER MCDANIEL

Commissioner McDaniel discussed he will be traveling to Columbus Georgia on May 30-31, 2012 to attend a conference on the Apalachicola, Chattahooee, and Flint Rivers, stating there will be no travel expense imposed on the County.

LAKE GROVE ROAD – SPEED LIMIT

Commissioner McLemore discussed the city limit stop signs at the dam on Lake Grove Road, stating from the dam to the river is the County and the speed limit has been changed from 45 to 35 from the river into town, and requested for Commissioner McDaniel to check into this issue. Commissioner McDaniel discussed speaking with D.O.T. regarding this issue and D.O.T. reported that the County has the authority over County roads.

MEDICAID

Chairman Williams discussed the Medicaid Restore Act impact, stating that Governor Scott did not veto this bill, and that the Governor he will not give false bills to the County. He reported that Governor Scott directed the Agency for Healthcare Administration to go to each County during the process. Chairman Williams reported that 28 Counties have joined with the Florida Association of Counties to litigate with the State, and requested that Gulf County pay the \$1,000.00 fee to become a part of this litigation. Commissioner Yeager motioned to approve this request. Commissioner McDaniel seconded the motion for discussion. Commissioner Yeager stated this is the right thing to do because there is no way the tax payers of Gulf County should have to pay a bill that may have come from out of state. The motion then passed unanimously.

RESTORE ACT

Chairman Williams gave an update on the Restore Act, stating the County Attorney is at a meeting today in Walton County concerning this issue and they are in the final settlement stage and he will keep the Board updated.

TRAINING – EMERGENCY MANAGEMENT

Chairman Williams commended Emergency Management Director Nelson for the three day training recently held at Emergency Management.

AGREEMENT – GULF COUNTY HEALTH SERVICES

Chief Administrator Butler recommended approval of an agreement for health services with the State of Florida regarding the ambulance system, stating the County Attorney has worked with the State of Florida on this agreement and the cost will be \$500.00 (case #2011-19435). Commissioner Yeager motioned to approve this recommendation. Commissioner McLemore seconded the motion, and it passed unanimously.

PUBLIC COMMENT**PORT ST. JOE HIGH SCHOOL CLASS A CELEBRATION**

Jerry Knapp, Principal of Port St. Joe High School appeared before the Board and reported that they have been named an A school (Middle, High & Elementary), and invited everyone to attend the celebration on May 9, 2012 from 11:30 a.m. to 2:30 p.m., E.T.

SIGN PERMIT – SIGN ORDINANCE

Toye Roberts appeared before the Board and reported that he is the owner of America's Mini Storage in St. Joe Commerce Park and also part owner of Bailey's Crab House and Seafood Market on St. Joe Beach. He discussed his concerns regarding prohibiting

signs on the R.O.W. and asked the Board to assist the local business owners which are not on Highway 98 or Highway 71. Mr. Roberts requested that the Board approve a sign permit allowing him to place a sign at 7008 Highway 98 for America's Mini Storage under the Bailey's Crab House and Seafood Market sign. Deputy Administrator Lanier reported his permit package is in the Information Packet pages 11-17. County Attorney Novak reported that with the new proposed Sign Ordinance it states one sign per parcel. Upon further discussion, Commissioner Yeager requested Chairman Williams meet with Mr. Roberts and bring a recommendation back to the Board at the next Board meeting. Upon inquiry by Commissioner McDaniel concerning businesses within the city limits, Mr. Roberts reported the City of Port St. Joe has a sign ordinance regulating within the City limits.

INVENTORY – WETAPPO FIRE DEPARTMENT

Bobby Knee, Fire Chief of Wetappo Fire Department, appeared before the Board and inquired about pages 38-47 which were pulled from the Consent Agenda. He reported that Fire Coordinator Price recently held a meeting with the Fire Chief's regarding inventory cleanup, and the Wetappo Fire Department has a 39 year old fire truck which was handed down from the Wewahitchka Fire Department that they would like to donate to the Estiffanulga Fire Department. Commissioner McLemore motioned to junk this truck from the Wetappo Fire Department inventory. Commissioner Smiley seconded the motion for discussion. Bill Davis, Fire Chief of Dalkeith Fire Department, appeared before the Board and stated he purchased a fire truck from Bay County for \$1.00 (and that is his number two truck). Commissioner McLemore stated his motion is to junk pages 45-47, and the motion then passed unanimously. Commissioner McLemore motioned to donate the 1974 Ford 900 #2 Fire Truck #321-07 to the Estiffanulga Fire Department. Commissioner McDaniel seconded the motion, and it passed unanimously.

INVENTORY – FIRE DEPARTMENTS

Chairman Williams discussed that pages 38-44 are still pulled from the Agenda. Commissioner McLemore requested to leave those pages pulled at this time until further review.

INVOICE – GULF COUNTY CHAMBER OF COMMERCE

Chairman Williams discussed he pulled page 53 of the agenda and recommended to approve this invoice, contingent upon County Attorney Novak verifying the City of Port St. Joe commitment has been paid. Commissioner McLemore motioned to approve this recommendation. Commissioner Smiley seconded the motion, and it passed unanimously.

POLITICAL ACTION COMMITTEE

Christy McElroy appeared before the Board and reported that she was approached by members of the Political Action Committee (P.A.C.), which is led by Jim Garth, stating this is probably not something she wants to be involved with, but out of courtesy to a friend agreed to meet with Jim Garth and listen to the goals of the P.A.C. She reported that Mr. Garth understood she was good in collecting facts and that would be her involvement if interested in joining the P.A.C. She stated the tactics would be to dig up information that would embarrass the seated County Commission, and would be fed to the press; stating that the goal was to remove certain members from their position as County Commissioner and be replaced by candidates that the P.A.C. supports and wants in power. Ms. McElroy also stated that her beliefs and values are that you stand before your politicians and state your facts, and let the process work. Commissioner McDaniel motioned to allow Ms. McElroy additional time to speak. Commissioner Smiley seconded the motion, and it passed unanimously. Ms. McElroy stated as we move into this election year, let's focus on the issues and make sure we are doing the right thing for the County. Upon inquiry by Commissioner McLemore, Ms. McElroy stated she has not given this letter to Tim Croft at The Star out of respect for this commission and the candidates that are running for positions. Commissioner Yeager requested that this letter to be placed word for word in the record as follows:

Last Week, I was approached by members of the "PAC" here in town led by Jim Garth (Political Action Committee). Now, several people in town mentioned this PAC to me and I knew that it was probably not something that I wanted to be involved with but, out of courtesy to a friend I agreed to meet with Jim Garth and to listen to the Goals of the PAC.

I had never met Jim Garth before last week. Jim Garth stated, he heard how good I was with research and gathering facts and that would be my involvement if I were interested.

As I listened to Jim Garth explain the Goal of the PAC and the tactics that would be used, for this campaign season, I became very clear very fast. The **Tactics** were, to dig up information that would embarrass the seated County Commissioners and will be fed to the press. The **Goal** to remove certain members from their "position" as County Commissioner and replace them with the "Candidates" that the PAC supports and wants in **Power**. I asked are you planning to stand at this podium and level your charges to this Commission? His answer was, no. He went on to state, we will let the press and the media do our talking and will not stand before the Commission with our information.

I stated, yes indeed I am very good with research as well as having other talents due to my past experience in Corporate America, and my beliefs and values are that you stand before your politicians and you state the facts and you allow the process to work. Yes it is effort and yes, it does take time but, it's what our principles were founded on and I am not interested in working in the shadows. Jim said, yeh I've seen you on TV talking about the BUMS. How's that working for you? I said no I've been speaking to the facts of Panama City Rescue Mission and it is working just fine and my hope is we'll have ordinances soon that are in the best interest of the County and again, I'm not interested in what you offer. Jim then made his attack personal against me. This showed me I indeed am making the right decision and then he said, "I don't want you to be a member of our PAC." I said, "good we're on the same page". These are the highlights from my encounter with the PAC. There are a few key take aways I'd like to share:

- 1) It takes GRIT to change your environment that is **Talent x Effort** and we all have it.
- 2) If you operate in the shadows you will have darkness. If you operate in the light you'll have sunshine.
- 3) If you are silent you consent and that is why I speak out on issues here and will continue to do so.
- 4) And most important is what we are teaching our children and each other. Do we want to live in a place of negativity and tear our County and City down or do we want to strive for a place of openness and inclusion.

So, as we move into this election let's focus on the issues and make sure we are doing the "right thing" for our County. That we are building a future that we can be proud of that is about the best interest of the County not just individuals. Let's let Tim Croft and Valerie do their jobs because we are fortunate to have them, and to have a newspaper like the STAR.

I'm going to continue to ask for the ordinances and other items that are in the best interest of the county and city when I believe it is important as a tax payer and property owner. My hope is that many others will find their voice as well and will stand before this Commission and ask for items that they feel are best for our community.

(End)

VOLUNTEER PROJECTS – AUBURN STUDENTS

Diana Burkett appeared before the Board and discussed a recap on the Auburn University student's projects and thanked Commissioner Smiley, the County, and the City of Port St. Joe for working together on these projects. Chairman Williams discussed going out and observing the work and it was incredible to see these young people putting in the man hours in our County. Ms. Burkett reported that this is the fifth year the students have come to Port St. Joe. Commissioner McDaniel discussed that these students put \$34,500.00 in this community. Commissioner Smiley thanked Ms. Burkett for her hard work in this community.

CITY OF PORT ST. JOE – GULF COUNTY CHAMBER OF COMMERCE

E.D.C. Director Barry Sellers appeared before the Board and discussed the City of Port St. Joe has paid their \$10,000.00 commitment, and they have also received a verbal commitment from the City of Wewahitchka. He discussed a meeting held in Wewahitchka to start the Wewahitchka Merchants Committee, stating they were hoping for twenty people for the first meeting, and there were over 40 people in attendance. Mr. Sellers reported he was asked to make a presentation to the Bay County E.D.A. last week, stating they discussed regionalism and working. Commissioner Yeager thanked Mr. Sellers for all his hard work. Mr. Sellers reported that 75 members have joined since the first of the year.

DALKEITH VOLUNTEER FIRE DEPARTMENT

Bill Davis, Fire Chief Dalkeith Fire Department, appeared before the Board and thanked everyone for their support and help with the Dalkeith Fire Department, stating we need to honor all our volunteers.

ASSISTANT EXECUTIVE T.D.C. DIRECTOR

Chairman Williams discussed the caustic approach that this County has had with the T.D.C., stating it has been a tragedy for the Assistant Executive T.D.C. Director Kellee Novak. Chairman Williams thanked Ms. Novak for her work while with the T.D.C.

DEPARTMENT OF HEALTH – E.M.S.

County Attorney Novak discussed the agreement with the Department of Health and E.M.S. that was approved earlier in the meeting, stating he will get the agreement to the Department of Health once it is fully executed.

PUBLIC WORKS – FENCE

County Attorney Novak discussed the fence project for Public Works, stating it was approved in 2009 and the company (Eastern Coastal Construction, Inc.) is no longer in business, but has contacted the former Corporate Attorney; stating the principles of the

company are still operating under their construction license and doing work. He reported he met with one of the principles representatives and believes they have reached an ability to mitigate without pursuing a suit, stating he will report back in two weeks to the Board and ask for approval and ratification of the agreement.

SIGN ORDINANCE COMMITTEE

County Attorney Novak discussed the sign ordinance committee meeting, stating the final subcommittee has met, and thanked everyone for their hard work on this ordinance. He reported it will go before the P.D.R.B. next Tuesday and invited the public to attend for comment.

SOCIAL MEDIA SITES

County Attorney Novak discussed social media sites and County sites, stating he has prepared a Social Media Policy with regards to Social Media Networking sites, and will present it at the next Board meeting for consideration of adoption.

S.H.I.P. – SATISFACTION OF MORTGAGE

Upon recommendation by County Attorney Novak, (S.H.I.P. Satisfaction of Mortgages for Wanda Kelly, Connie Williams, and Catherine Kennedy) Commissioner Yeager motioned to approve this recommendation. Commissioner Smiley seconded the motion, and it passed unanimously.

TOURIST DEVELOPMENT COUNCIL

County Attorney Novak discussed attending the Northwest Florida T.D.C. Coalition Meeting today with the new T.D.C. Chairman David Warriner and the seven coastal Counties. He reported that they met with Representative Keith Rupp regarding the different projects for the various Counties.

TOURIST DEVELOPMENT COUNCIL MEETING

County Attorney Novak reported that the new T.D.C. Chairman has called a meeting for Thursday, April 26, 2012 at 8:00 a.m., E.T.; stating they met with the Marketing Representative Jack Kerigan and Staff with regards to working through our final invoicing.

IMPACT FEES – COUNTY JAIL

Upon inquiry by Chairman Williams, County Attorney Novak discussed the impact fees for the County Jail; reporting that all come under the County policy with regards to the bid requirements, so there is the ability to go out without any further action of behalf of the County department. Clerk Finance Officer Hand discussed the bid policy. Jail Administrator Hammond discussed they are doing direct purchases from different states

for different items, stating it is impossible to get a competitive bid for this project. County Attorney Novak discussed that the Board has the discretion to waive the policy. Commissioner Yeager motioned to waive the bid policy for this project. Commissioner McLemore seconded the motion, and it passed unanimously.

PROCLAMATION – CIVILITY MONTH

County Attorney Novak read a proclamation proclaiming May, 2012 as Civility Month and recommended adoption. Commissioner Yeager motioned to adopt the Proclamation. Commissioner McDaniel seconded the month, and it passed unanimously.

There being no further business, and upon motion by Commissioner McLemore, the meeting did then adjourn at 7:47 p.m., E.T.

**WILLIAM C. WILLIAMS, III
CHAIRMAN**

**ATTEST:
REBECCA L. NORRIS
CLERK**



May 11, 2012

Ms. Lynn Lanier, Deputy Administrator
 Gulf County Commission
 1000 Cecil G. Costin, Sr. Blvd.
 Port St. Joe, Florida 32456

RE: Gulf Coast Workforce Board Appointments

Dear Ms. Lanier:

On behalf of the Gulf County Chamber of Commerce, I submit the following nominations to the Gulf County Commission for appointments to the Gulf Coast Workforce Board.

- * Re-appoint Mr. Gary Ross, private sector member to a three year term. His current term ends May 9, 2012.
- * Re-appoint Mrs. Ruth Phillips, community based organization – Washington Improvement Group – Community Action Committee, to a three year term. Her current term ends May 9, 2012.

In addition, there is one private sector vacancy to be filled. Mr. William J. Rish, Jr. who was previously appointed to this position resigned.

If you need additional information, please do not hesitate to let me know.

Yours truly,

Barry Sellers

Barry Sellers, IOM,EDI, CDI
 Executive Director
 Gulf County Chamber of Commerce.

BCC APPROVED

DATE _____ D.C. _____

406 Marina Drive
 Port St Joe, FL 32456
 850.227.1223

5/22/12 LL
16

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

CHIEF ADMINISTRATOR'S OFFICE

Donald Butler, Chief Administrator

1000 CECIL G. COSTIN, SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456

PHONE: (850) 229-6111/639-6700 • FAX: (850) 229-9252 • EMAIL: dbutler@gulfcountry-fl.gov

DATE AND TIME OF MEETINGS: SECOND AND FOURTH TUESDAYS AT 6:00 P.M., E.T.

MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS

FROM: DON BUTLER, CHIEF ADMINISTRATOR

DATE: MAY 16, 2012

RE: BID

It is my recommendation that the board approve the following bid contingent upon approval by the engineer and the City of Port St. Joe:

Bid No. 1112-18 – Miscellaneous Striping Project - \$41,327.00 – Low Bid

Thank you.

BCC APPROVED

DATE _____ D.C. _____

BID TABULATION SHEET

BID #1112-18

PROJECT: Miscellaneous Striping Project

COMPANY NAME	Base Bid	Alternate #1	Alternate #2
Emerald Coast Striping, L.L.C.	\$ 29,334.36		
Guettler & Guettler	\$ 41,327.00		


 Deputy Clerk 5/7/12
 Date


 BCC Representative 5/7/12
 Date

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

CHIEF ADMINISTRATOR'S OFFICE

Donald Butler, Chief Administrator

1000 CECIL G. COSTIN, SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456

PHONE: (850) 229-6111/639-6700 • FAX: (850) 229-9252 • EMAIL: dbutler@gulfcounty-fl.gov

DATE AND TIME OF MEETINGS: SECOND AND FOURTH TUESDAYS AT 6:00 P.M., E.T.

MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS

FROM: DON BUTLER, CHIEF ADMINISTRATOR

DATE: MAY 16, 2012

RE: BIDS

It is my recommendation that the board reject the following bids:

Bid No. 1112-19 - Fountain Purchase - One bid received for \$200.00 - Request to Re-Bid

Bid No. 1112-20 - Sale of County Owned Property – Received three bids on three properties

- 02674-000R/Blake Drive/\$5,050.00
- 03641-000R/Cockles Ave/\$1,000.00
- 03659-000R/Cockles Ave/\$1,000.00

Thank you.

BCC APPROVED

DATE _____ D.C. _____

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

BILL WILLIAMS
District 3

TAN SMILEY
District 4

WARREN YEAGER
District 5

5/22/12 u

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

20

Initiating Department: CLERK OF CIRCUIT COURT OFFICE

Check type of Activity below:

- Asset Acquisition
- Asset Purchase _____

Amount	Invoice#	Invoice Date	Vendor Name
--------	----------	--------------	-------------

Attach a copy of this form to the invoice when submitting to the Clerk's Office for payment
- Asset Donation _____

Donation From	Asset Description	Value
---------------	-------------------	-------
- Improvement to Existing Asset _____

Describe the Need For and Description Of the Improvement, Attach a copy if necessary
- Asset Transfer To
 - Receiving Department -- Name _____
 - Surplus (useable condition but no longer needed by Department)
- Asset Disposal

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

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
CLERKS OFFICE	10-263	NFC MARK II W/ CORDS PHONE SYSTEM	

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

Other Information : _____

BCC APPROVED

DATE _____ D.C. _____

Department / Location Approval

Forms not properly signed or incomplete forms will be returned to the Department

Rebecca L. Harris _____ 05/14/12
 Department Head Signature * Date

* As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.

**Board of County Commissioners
Consent Agenda Approval**

_____ Date

Approval must be obtained before transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda.

Office of the Clerk of Circuit Court

Asset Tag# _____ Asset Record Updated _____ Copy Returned to Department _____ **20**

5/22/12 27

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

01/25/2012 13:24
#38draz

GULF COUNTY BCC
FILED ASSET WORKSHEET

PG 1
Statement

ASSET # 00192 MASTER ASSET PHONE SYSTEM DESCRIPTION PHONE SYSTEM NEC MARK II W/CORDS (Q-DD)

ADD'L DESC 16-LN DISPLAY A-F, 6-LN G-M, 6-LN BASIC N, HNDSPREE UNIT O-P

CLASS 40 MISC EQUIP FUND SOURCE 10 MAINT CONT Y INSURED N

SUBCL 405 COMMUNICATIONS ACQUIS METH A1 PURCHASE VENDOR DESC Vendor Name MI CARRIER 0.00

COMMODITY ACQUIS DATE 09/01/1991 EXPIRE DATE INSURED VAL 0.00

DEPT 10 CLERK OF CIRCUIT ACQUIS COST 1,254.10 ANNUAL COST POLICY CST 0.00

LOC CODE 10 CLERK OF CIRCUIT ACRBS 0.000 MEMO DEPRECIATE 0.00

LOC MEMO LOBBY QTY UNIT PRICE 1,254.10 DEPREC PRIN FIRST YR/PR LAST YR/PR /00

ROOM STORAGE LOC PURCH MEMO SJ COMMUNICATIONS EST LIFE PERIODS TAKEN ACCUM DEPREC 0.00

STATUS A ACTIVE SOY BOOK 1,254.10 DEPRECIATE DEPREC PRIN 0.00

CONDITION G GOOD CURRENT HOOK 1,254.10 FIRST YR/PR 999 0 0.00

CUSTODIAN CLERK OF CIRCUIT COUR EST SALVAGE REPL COST 1,254.10 ACCUM DEPREC 0.00

TITLEHOLDER REPL COST LAST INVENT 09/30/1998 OPER 0.00

TAG # 10-263 LAST IMPROVE MEMO RETIRE DATE DISP CODE SELL PRICE 0.00

SERIAL # MANUFACTURER NEC NEC MODEL YEAR LICENSE #

VEND # PO # DOCUMENT # INVOICE # INV DATE INV AMT

G/L Accounts

TYPE DESC	ORG	OBJ	PROJ	PERCENT
1 ASSET	GFAAG	40000		100.00
2 CONTRA	GFAAG	31510		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT

**Minutes of the November 3, 2011
Tourist Development Council Meeting
Gulf County Welcome Center**

I. Quorum. A quorum was established by the required attendance of eight TDC Board members.

Members in attendance were Steve Newman, Jason Bogan, Chris Petrie, Charlie Pettis, Tony Justice, Alyson Gerlach and Mel Magidson.

Others in attendance: Executive Director Tim Kerigan, Assistant Director Kellee Novak, Jack Kerigan and Stephanie Halseide of Kerigan Marketing and County Attorney Jeremy Novak.

The meeting was called to order at 8:07 a.m.

Pledge of Allegiance

The following actions were taken by appropriate motion duly made, seconded, and adopted by the majority vote consistent with Roberts Rules of Order.

II. Consent Agenda. Motion, second and all members present vote for in affirmative for adoption of consent agenda and adoption of meeting minutes. Petrie motioned to approve the TDC minutes and Bogan seconded. All in favor.

Chairman Newman stated for the Council the controlling policies and guidelines to be followed including the Antitrust, Conflict of Interest Statements and Sunshine Law requirements.

III. Revenue Report – Kerigan reports of the best year to date in bed tax collections. We had a 51% increase this September compared to September 2010. Kerigan stated that we had an overall 20% increase for fiscal year compare to last.

→ **IV. Directors Report –**

- **Ken Foster – Bike Florida** – Foster introduced Bike Florida as a state wide non-profit organization. All the money that Bike Florida generates through their events goes directly into their programs which are focused on education and cycling. Foster stated that there will be roughly 300-400 people driving and riding their bikes through Gulf County next March. He mentioned they will be booking about 100 hotel rooms in Gulf County for them as well. The tour will take place March 24- 30th of 2012. Twenty-five percent of their participants are from Florida and the other 75% come from Georgia, Maryland, Iowa, Ohio and all of the country. Foster pointed out that they will spend about \$120,000 on this tour. Foster asked the board to consider a sponsorship level of \$10,000. Foster stated that they will spend that money back into this community with \$12,000 going to food, \$8000 for support services such as port-a-lets and transportation to

the hotels and marketing the area and tour through their pamphlets. Magidson made a motion to partner with Bike Florida at the \$10,000 sponsorship level with \$5000 coming out of our BP budget and \$5000 out of our TDC budget. Justice seconded. All were in favor.

- **Barb Van Treese – Christmas Festival and Golf Tournament** – Van Treese brought up that the St. Joseph Bay Country Club along with People Helping People will be putting on a Christmas Bazaar and Golf Tournament December 9th and 10th of next month. Golfers are asked to bring in a toy as their entry fee for which will go to Christmas for Kids of Gulf County as well as the money from the vendor's table space. Van Treese stated that in order to get more people to attend she asked the board for a \$500 sponsorship. This money will go to enhancing the overall prize money for the golf tournament. Justice motioned to give \$500 to enhance the prize for the Christmas Golf Tournament and Pettis seconded it. All were in favor.
- **Volunteer Sponsorship Levels** – Kerigan remarked that at last month's board meeting he was asked to come up with a structure for sponsorship appreciation for volunteers. Kerigan stated 10 hours of volunteerism with a maximum amount of \$1000 per organization and event. For instance for every 10 hours you would get \$50.00. This is a way for us to help some of our youth and community organizations. Magidson stated that we will have to rely on the leaders of those organizations to track their volunteers. Bogan mentioned to create a form that states the name of organization, person, hours, days, etc. to give to the leader of the organization to keep track of. Kerigan stated that as long as we can show that there is a tourism benefit to the event and that we need the extra hands to put on the event then this is a viable option. County Attorney Novak asked that we e-mail him the volunteer form we have so that he can add a liability waiver on there. Magidson makes a motion to accept this volunteer scale based upon the TDC's discretion for event help and Bogan seconded it. All were in favor.
- **Bridal Expo** – Kerigan discussed that this is an annual expo that he went to last year. There are numerous bridal expos but the two major ones are the Birmingham and Atlanta shows. The expos are January 15 and January 22nd. Last year Kerigan went with Jodi Perez of Provisions Catering and Elizabeth Wynn of Panache Tents and Events whom both do numerous events for weddings in Gulf County. Bogan stated that he would love to be able to go and help promote the area as well. Gerlach mentioned if Kerigan could push the "off season" to brides to get married as it is easier to accommodate them without the Sunday turnover in the summer season. Gerlach made a motion for Kerigan to attend the Bridal Expo's with a total maximum amount of \$3000. Magidson seconded it. All were in favor.
- **Snowbird Extravaganza** – Novak stated that this is a convention that the Mexico Beach CDC and the TDC have jointly participated in for the past 4 years. The two day convention will be in Lakeland, Florida. Gerlach mentioned that she thinks this is a great event as we have to continue to get these snowbirds here. Bogan made a motion for Novak to attend the Snowbird Extravaganza with a maximum amount of \$2000. Justice seconded it. All were in favor.

25

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

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 11, 2012

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

**Re: Professional Services Rendered
NLG File No.: 2200-006**

Dear Mr. Butler:

Enclosed for your review and file, please find our firm's invoice for administrative expenses pursuant to our professional services agreement that were incurred for the Clerk of Court filing fees in the attached referenced Interpleader Complaint filed on the County's behalf.

Should you have any questions, please contact our office immediately.

Very truly yours,
Novak Law Group, PLLC

Encl.

cc: Kari Summers, Gulf County Clerk's Office

BCC APPROVED

DATE _____ D.C. _____
ACCT. # 2111-31200

CARMEN L. McEMORE
District 1

WARD McDANIEL
District 2

BILL WILLIAMS
District 3

TAN SMILEY
District 4

WARREN YEAGER
District 5

2012 MAY 14 AM 9:28

25
5/22/12 LL

NOVAK LAW GROUP, PLLC

402 Reid Avenue

Port St Joe
FL 32456

Gulf County Board of Commissioners
1000 Cecil Costin Sr. Blvd
Port St. Joe FL 32456

Date : 05/11/2012
REF.: 2200/006
Invoice Number: 1547

Re: Gulf County BOCC - Admin. Expenses

Attention:

DATE	INIT	DESCRIPTION OF SERVICE	HOURS	AMOUNT
		OUR FEE:		<u>\$0.00</u>
TIME SUMMARY				
LAWYER INITIALS	RATE	HRS	AMOUNT	
TAXABLE EXPENSE				
			500.00	
		Total Taxable Expenses	\$500.00	
NON-TAXABLE EXPENSES:				
		Total Non-Taxable Expenses	\$0.00	
		Total Expenses		\$500.00
		TOTAL		<u><u>\$500.00</u></u>
		Amount transferred from trust		0.00
		Net amount owing on this bill		<u><u>\$500.00</u></u>

STATEMENT OF ACCOUNT

Current Fees	0.00	
Current Expenses	500.00	
AMOUNT DUE AND OWING TO DATE		<u><u>\$500.00</u></u>

Rebecca L Norris Clerk of the Circuit Court GULF County

Date: 05/03/2012

Receipt #: MX 555

Clerk: lroberts

Case #: 12000071CCAXMX

Paid By:

Remarks: CK NOVAK LAW OFFICES

Act Group: CLAIMS > 2500

CVAHS	SHERIFF SERVICE	\$160.00
CVC10	DOR GENERAL REV FUND	\$50.00
CVC23	FILING CC > \$2500	\$200.00
CVC50	STATE COURT REV TF	\$1.00
CVC52	DOR-COURT ED TRUST	\$3.50
CVC54	DOR/DFS CLERK EDU TF	\$0.50
CVX04	A08 SUMMONS CCTF DOR	\$40.00
CVX17	A08 INCREASE TO C10	\$30.00
CVX18	STATE COURT REV TV	\$15.00

Check: \$ 500.00

Ref#: 1849

TOTAL TENDERED:	\$	500.00
Cash Refund:	\$	0.00
TOTAL PAID:	\$	500.00
SERVICE FEE:	\$	0.00

CASE ASSESMENT TOTAL:	\$	500.00
TOTAL DUE:	\$	500.00
CURRENT CASE BALANCE:	\$	0.00

12000071CCAXMX
12000071CCAXMX
12000071CCAXMX
12000071CCAXMX
12000071CCAXMX

BILL QUARANTA
GULF COUNTY BOARD OF COMM.
ROBERT J YATES
SELECTED EQUITIES REV TRUST
TIMOTHY J YATES

05/13/12

16:27:02

Client Matter File Expenses

User Number: 1

For: 2200/006 Gulf County Board of Gulf County BOCC - Admin. Expe

From: 05/01/12 To 05/11/12

Client Number	Date	Ref.	Code	Description	Amount	Tax 1 Posted	Billed
2200/006	05/03/12		0	Court Filing Fees for Interpleader Complaint Re: Quaranta Tax Overpayment; sheriff summons service fees (attached Gulf County Clerk of Court Receipt for filing and service)	500.00	0.00	*
				TOTAL	500.00	0.00	
				GRAND TOTAL	500.00	0.00	

Invoice

2012 MAY -7 AM 1:03

To: Gulf County Commission
Date: May 2, 2012
Re: Request for April Reimbursement

Date	FSFN	# of Evaluations	Total
04/20/2012	12-040810	1	175.00
		Total:	\$175.00

Total: \$175.00

APPROVED FOR PAYMENT

Date 5/8/12 D.H. AS
 Acct. # 2111-31300

BCC APPROVED

DATE _____ D.C. _____
 ACCT. # 2111-31300

5/22/12 30 LL

AFFIDAVIT

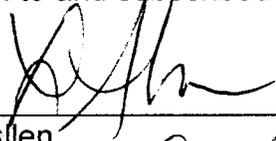
STATE OF FLORIDA
COUNTY OF GULF

BEFORE ME appeared the undersigned who having been sworn states the following:

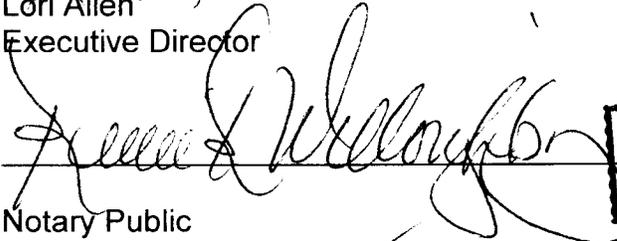
1. I hereby certify that 1 medical examination have been performed pursuant to Florida Statute §39.304 and all examinations were investigations into allegations of child abuse, abandonment, or neglect.
2. As a result of these examinations, I have concluded that all referenced allegations of abuse, abandonment, or neglect, are in no way related to any allegation of sexual abuse as defined in Florida Statute §960.28.
3. Attached hereto as Exhibit 1 are the case numbers for the exams that have been performed and are being requested for reimbursement.

Further Affiant Saith Not.

Sworn to and subscribed before me this 2nd day of May, 2012 by:



 Lori Allen
 Executive Director



 Notary Public
 My commission expires: _____



Personally Known OR Produced Identification _____
 Type of Identification Produced _____

RECEIVED MAY 10 2012



1130 Connecticut Avenue, NW
Suite 400
Washington, D.C. 20036
202.331.8500
202.331.0988 fax

Invoice Number 0612173
Invoice Date June 01, 2012
PO Number
Contract
Project 0711-GULFCOUNTY
Page 1 of 1

Don Butler
Gulf County, FL
1000 Cecil G. Costin Sr. Blvd.
Room 302
Port St. Joe, FL 32456

Manager Valerie L. Gelnovatch

Retainer for the month of June 1 through June 30, 2012 6,500.00

Invoice Total

6,500.00

This invoice is due upon receipt

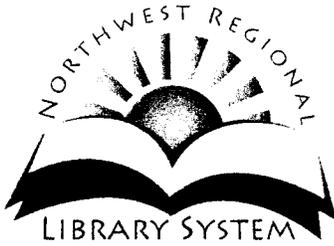
Please return yellow copy with payment.

BCC APPROVED

DATE _____ D.C. _____

ACCT. # 2111 - 31200

5/22 32 LL



Northwest Regional Library System
Headquarters: Bay County Public Library
898 W 11th Street
PO Box 59625
Panama City FL 32412-0625

2012 MAY -3 AM 10:21

May 1, 2012

Rebecca Norris, Clerk
1000 Cecil G. Costin, Sr Blvd
Port St Joe FL 32456

Request for Release of Funds

Annual allocation	110,060.00
Requested distribution for April - June 2012	27,515.00

Thank you,
Deanne Coffield
Finance Manager

APPROVED FOR PAYMENT

Date 5/8/12 DH LL
Acct. # 62271-34100

BCC APPROVED

DATE _____ D.C. _____
ACCT. # 62271-34100

Robin Shader
Library Director

Serving Bay, Gulf and Liberty Counties

Phone 850/522-2100
FAX 850/522-2138
www.nwrls.com

5/22/12 LL

GULF COUNTY
STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM
(SHIP)

LOCAL HOUSING ASSISTANCE PLAN
(LHAP)

FY 2012/2013, FY 2013/2014 AND FY 2014/2015

Gulf County Board of County Commissioners.
1000 Cecil G. Costin, Sr. Blvd, Port St. Joe, Florida 32456
Phone (850) 229-5335 Fax (850) 229-5334

TABLE OF CONTENTS

- I. Program Description 3
- II. Housing Program Strategies 7
 - A. Housing Rehabilitation 7
 - B. Volunteer Based Rehabilitation 8
 - C. Purchase Assistance 10
 - D. Foreclosure Prevention 13
 - E. Disaster Mitigation and Recovery 14
- III. Local Affordable Housing Incentive Strategies 14
 - A. Expedited Permitting 14
 - B. Ongoing Review Process 14
- IV. Exhibits 15
 - A. LHAP Administrative Budget for Gulf County SHIP 16
 - B. LHAP Timetable Gulf County SHIP 17
 - C. Gulf County LHAP Housing Delivery Goal Chart 2009-2010 20
 - Gulf County LHAP Housing Delivery Goal Chart 2010-2011 21
 - Gulf County LHAP Housing Delivery Goal Chart 2011-2012 22
 - D. LHAP Certification Page Gulf County SHIP 23
 - E. LHAP Resolution for Gulf County SHIP 26
 - F. Gulf County SHIP Program Information Sheet 29

I. PROGRAM DESCRIPTION

A. Name of the participating local government: Gulf County

Inter local: There is no inter local agreement.

B. Purpose of the program

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate-income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2012/2013, 2013/2014, and 2014/2015

D. Governance

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code. The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. Local Housing Partnership

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging

The Plans are intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input

The 2011 change in the administration of Gulf County SHIP program brought with it an in-depth program review by the Gulf County Board of County Commissioners. This involved numerous face to face meetings with interested parties of the community, including housing providers, social service providers, local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

The Board of County Commissioners has encouraged the active participation of the public in each and every step of the development of its SHIP program. In order to assure public access to the process, the County adopted a Public Participation Plan to serve as a guide for these activities.

H. Advertising and Outreach

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals that serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Discrimination

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

J. Support Services and Counseling

Support services are available from various sources. Available support services may include but are not limited to: homeownership counseling, credit counseling.

K. Purchase Price Limits

Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above. The methodology used is the U.S. Treasury Department. The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts

L. Income Limits, Rent Limits and Affordability

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 F.S. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing,

and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

M. Welfare Transition Program

Should an eligible sponsor be used, the County has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

O. Administrative Budget

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted.

Gulf County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. In accordance with Chapter 67-37, Florida Administrative Code, the cost of administering the plan does not exceed 5 percent of the local housing distribution moneys and program income deposited into the trust fund.

Gulf County may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient

to adequately pay the necessary cost of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative cost.

Gulf County has adopted the above findings in the attached resolution, Exhibit E.

P. PROGRAM ADMINISTRATION:

Administration of the local housing assistance plan is the responsibility of County staff.

Q. Essential Service Personnel: The County defines Essential Services Personnel as any households in the County who are employed and have a household income equaling or less than 120% of the area median income.

R. As required by Section 420.9075(3)(d) of the Florida Statutes, Gulf County's SHIP program offers assistance that involves green building principles. Both the rehabilitation strategy and the purchase assistance strategy encourage the installation of attic insulation, caulking and weather-stripping as energy efficient measures that increase the affordability of the monthly utility bill. These features are addressed whenever there are available funds from the per unit award amount.

II. LHAP HOUSING STRATEGIES:

A. Housing Rehabilitation

- a. **Summary:** The purpose of this strategy is to provide Housing Rehabilitation/Emergency Repair loans to eligible households who own and reside in dwellings, which do not meet the goal of decent and sanitary housing. This strategy has as its objective the upgrading of the existing housing stock to HUD Housing Quality Standards (HSQ).
- b. **Fiscal Years Covered:** FY 2012/2013, FY 2013/2014 AND FY 2014/2015
- c. **Income Categories to be served:** Very-Low, Low and Moderate income eligible families (below 120% Area Median Income).
- d. **Maximum award is noted on the Housing Delivery Goals Charts:** \$40,000
- e. **Terms, Recapture and Default:** All loans made under this strategy will be a 0% non-interest bearing deferred payment loan with the loan being forgiven proportionately per annum over a ten year period.

The County Commission will agree to subordinate its SHIP mortgage to the refinanced mortgage in the event that the lender certifies the funds applied for were for the sole purpose of improvement of that home and upon the issuance of a building permit for the improvement of the home. This will be followed by the building official, who will at the conclusion of the matter, certify that such funds were expended on improvements for the mortgaged property.

Recipients of SHIP awards will be required to contractually commit to program guidelines. The recipients will execute a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the clerk of court.

- f. **Recipient Selection Criteria:** Applicants will be chosen on a first come, first ready, first served basis. At least 30 days after the advertisement of the Housing Assistance Program, applications from eligible households will be accepted. Applicants will be chosen on a first come, first ready, first served basis. Each eligible household will be required to provide to the SHIP office

proof the home is owner-occupied, and that the home owner is current with property taxes and/or assessments, with no judgments, liens or third mortgages against the property, and any first or second mortgages are current.

g. Additional Information

1. The home must be inspected before, during and after rehabilitation.
2. Mobile and manufactured homes without the Department of Community Affairs (DCA) insignia, rentals and condominiums are not eligible for assistance.
3. Funds will not be utilized for cases where the maximum amount under this strategy will not bring the home to the Housing Quality Standard (HQS). These cases will be forwarded to another local, state or federal program for assistance if applicable.
4. Whenever there are available funds from the per unit award amount, green building principles are addressed in the home repair. This includes the installation of attic insulation, caulking and weather-stripping as energy efficient measures that increase the affordability of the monthly utility bill
5. As noted in Section 420.9075(1)(a) of the Florida Statutes, Gulf County's SHIP program provides assistance to those with special housing needs. Whenever a household receiving repair assistance has one or more family members with disabilities, SHIP funds can be used for the installation of access ramps, bathroom grab bars and other accessibility modifications.

B. Volunteer Based Rehabilitation

- a. Summary:** The purpose of this strategy is to provide grants for the purchase of building materials, supplies and related support items to be utilized through volunteer based initiatives in order to complete improvements to very low and low income owner occupied homes as required to address limited scope health and safety deficiencies with the home, primarily in one or more of the following areas: roofing repair/replacement, minor interior/exterior repairs, painting/siding, handicapped accessibility, window/door replacement, insulation/energy efficiency improvements, ect. Expenditures of SHIP funds will be limited to materials, supplies and associated costs, while labor and installation expertise will be provided by volunteer based initiative. Repairs will target health

and safety concerns with priority for hurricane repair/recovery needs.

- b. **Fiscal Years Covered:** FY 2012/2013, FY 2013/2014 AND FY 2014/2015
- c. **Income Categories to be served:** Very-Low, Low and Moderate Income families (below 120% Area Median Income).
- d. **Maximum award is noted on the Housing Delivery Goals Charts:** \$7,500
- e. **Terms, Recapture and Default:** All loans made under this strategy will be a 0% non-interest bearing deferred payment loan with the loan being forgiven proportionately per annum over a four year period. The loan shall provide for pro-rated repayment, which shall be due upon sale, assignment or any transfer of title of the property within the four-year term.

The County Commission will agree to subordinate its SHIP mortgage to the refinanced mortgage in the event that the lender certifies the funds applied for were for the sole purpose of improvement of that home and upon the issuance of a building permit for the improvement of the home. This will be followed by the building official, who will at the conclusion of the matter, certify that such funds were expended on improvements for the mortgaged property.

Recipient of SHIP award will be required to contractually commit to program guidelines. The recipients will execute a promissory note and mortgage encumbering the real property will promptly be recorded in the public records of the clerk of court.

- f. **Recipient Selection Criteria:** Assistance provided on a first come, first ready, first served basis following the advertisement of the availability of SHIP resources.
- g. **Sponsor Selection Criteria:** Sponsor selection will be based upon responses to an advertised request for proposal, which will provide for an open application cycle. Selection criteria will include:
 1. past experience of agency in managing volunteer based home repair initiatives;
 2. commitment of non-SHIP funds or volunteer (in-kind) services as leverage for SHIP dollars;

3. unit production goals for housing repair in relation to SHIP funds requested;
4. documentation of the agency's employment or planned employment of personnel from the Welfare Transition Program shall result in a priority for award of SHIP funds assuming the agency demonstrates capacity to implement the subject activity.

Proposals meeting the RFP requirements will be evaluated jointly by Gulf County SHIP Administrator to determine the agency (ies) or organization(s) that will be recommended to implement this strategy. Final selection and contract approval will be provided by the County Commission. Assistance to homebuyers will be provided on a first come/first served basis following advertisement of the available SHIP resources.

h. Additional Information

1. The home must be inspected before, during and after rehabilitation.
2. Mobile and manufactured homes without the Department of Community Affairs (DCA) insignia will not be eligible.
3. As noted in Section 420.9075(1)(a) of the Florida Statutes, Gulf County's SHIP program provides assistance to those with special housing needs. Whenever a household receiving repair assistance has one or more family members with disabilities, SHIP funds can be used for the installation of access ramps, bathroom grab bars and other accessibility modifications.

C. Purchase Assistance

- a. **Summary:** The purpose of this strategy is to provide funding to assist eligible households with the down payment, closing cost and principal by down for the purchase of a home. Funds may be used for assistance toward the purchase of an existing pre-owned structure or newly constructed non-pre-owned structure.
- b. **Fiscal Years Covered:** FY 2012/2013, FY 2013/2014 AND FY 2014/2015
- c. **Income Categories to be served:** Very-Low, Low and Moderate

- d. **Maximum award is noted on the Housing Delivery Goals**
Charts: \$30,000
- e. **Terms, Recapture and Default:** All loans made under this strategy will be a delayed payment loan, a non-amortizing, non-interest bearing loan which payment is delayed until the assisted property is sold, transferred or converted to other than owner occupied use at which time the loan shall immediately become due and payable. Loans will stay in effect for 15 years.

The County Commission will agree to subordinate its SHIP mortgage to the refinanced mortgage in the event that the lender certifies the funds applied for were for the sole purpose of improvement of that home and upon the issuance of a building permit for the improvement of the home. This will be followed by the building official, who will at the conclusion of the matter, certify that such funds were expended on improvements for the mortgaged property.

Recipients of SHIP awards will be required to contractually commit to program guidelines. The recipients will execute a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the clerk of court.

- f. **Recipient Selection Criteria:** Assistance is provided on a first come, first ready, first served basis following the advertisement of the availability of SHIP resources.
- g. **Additional Information:**
1. The applicant must complete the Gulf County Homebuyers Education Course.
 2. The applicant must be approved for a first mortgage by a participating lender.
 4. Mobile manufactured homes without the Department of Community Affairs (DCA) insignia are not eligible.
 5. The home to be purchase must be located in Gulf County.
 6. Owner financing cannot be utilized.
 7. Other funding sources may include lending institutions, State and Federal Programs i.e. Rural Development, HOME, HAP, or HOP.

8. No more than a quarter of the assistance provided may be used for repairs on existing houses being purchased. Whenever there are available funds, green building principles will be addressed in the home repair. This includes the installation of attic insulation, caulking and weather-stripping as energy efficient measures that increase the affordability of the monthly utility bill

D. Foreclosure Prevention Assistance

- a. **Summary:** The purpose of this strategy is to provide SHIP funds to eligible homeowners to assist in bringing their mortgage payments current prior to the start of the foreclosure process. Property must be owner occupied, and homeowner must meet SHIP qualification and guidelines. Eligible expenses include delinquent mortgage payment (principal, interest, taxes and insurance, attorney's fees, late fees and other customary fees). Funds will be disbursed to the lender.
- b. **Fiscal Years Covered:** FY 2012/2013, FY 2013/2014 AND FY 2014/2015
- c. **Income Categories to be served:** Very-Low, Low and Moderate
- d. **Maximum award is noted on the Housing Delivery Goals Charts:** \$2,000
- e. **Terms, Recapture and Default:** The term of this award is a grant.
- f. **Recipient Selection Criteria:** Assistance provided on a first come, first ready, first served basis following the advertisement of the availability of SHIP resources.
- g. **Additional Information:**
 1. The applicant must show the ability to continue to maintain their mortgage payment after assistance is given.
 2. Applicant must complete Gulf County's Homebuyer Education Class.
 3. Applicant must show that the nonpayment of the mortgage is due to the following eligible reasons: reduction of work hours, temporary loss of employment, sudden medical expenses, divorce or

separation, death in family, unforeseen emergency repair bills or predatory lending.

F. Disaster Mitigation and Recovery

- a. Summary:** The purpose of this strategy is to assist owner-occupied applicants with emergency repair and rehabilitation as defined by Rule Chapter 67-37, Florida Administrative Code, only in the aftermath of a natural disaster declared by Executive Order; the United States President, State of Florida Governor, or the Gulf County Board of County Commissioners (GCBOCC). Any unencumbered SHIP funds may be authorized for this strategy by the County Administrator, acting for the GCBOCC, with no further amendment required. Use of these funds include, but are not limited to, repair/construction of wells and septic tanks, emergency supplies to weatherproof damaged homes as a result of a natural or other disaster; tree and debris removal required to make individual units habitable; temporary repairs to avoid further damage; and soft costs to process assistance applications.
- b. Fiscal Years Covered:** FY 2012/20113, FY 2013/2014 AND FY 2014/2015
- c. Income Categories to be served:** Very-Low and Low Income eligible families (below 120% Area Median Income).
- d. Maximum award is noted on the Housing Delivery Goals Charts:** \$19,685.
- e. Terms, Recapture and Default:** All loans made under this strategy will be a 0% non-interest bearing deferred payment loan with the loan being forgiven proportionately per annum over a ten year period.
- Recipients of SHIP awards will be required to contractually commit to program guidelines. The recipients will execute a promissory note and mortgage for the value of the award received. The mortgage encumbering the real property will promptly be recorded in the public records of the clerk of court.
- f. Recipient Selection Criteria:** Applicant selection will be as follows:
1. applicants currently on the SHIP owner occupied housing rehabilitation wait list will be contacted to ascertain any damage incurred due to the natural disaster.
 2. After purging the wait list the availability of unencumbered funds will be advertised in a newspaper of general circulation and in periodicals serving ethnic and diverse neighborhoods within the county. The County

will advertise the availability of any unencumbered funds at least 30 days prior to the beginning of the disaster mitigation/recovery application period. Applications received during the application period will be assisted on a first come, first ready, first served basis.

g. Additional Information:

1. The home must be inspected before, during and after rehabilitation.

III LHAP INCENTIVE STRATEGIES

A. Expedited Permitting: Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

a. Summary: Required reviews and subsequent recommendations shall be completed by the County within seven (7) working days after the date the division is satisfied that the application contains all required information and all fees and charges have been paid. However, in the interest of promoting Affordable housing for income-qualified persons, a contingency policy has been developed and put into place that provides priority treatment in development order issuance for Affordable Housing. The intent is to expedite the processing of Affordable Housing Development application in that required reviews and subsequent recommendations will be completed within five (5) working days after the date the division is satisfied that the application contains all required information and all fees and charges have been paid. The County is currently implementing its expedited permitting process. This process has functioned very effectively keeping well within the time limits established in the plan. Delays have not been experienced for any affordable housing project. The effectiveness of the incentive can be attributed to the communication between the building/planning division and the developer(s).

B. Ongoing Review Process: An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to the adoption.

a. Summary: A process by which the local government considers before adoption policies, procedures, ordinances, regulations or plan provisions that have a significant impact on the cost of housing has been established. Prior to the adoption of any policy, procedures, ordinance, regulation, or plan provision that will have a significant impact on the cost of housing, the Planning & development Review Board will review such document and make recommendations to the Gulf County Board of County Commissioners on alternatives that will

either eliminate or lower excessive costs. To date there have been no recommendations made to the Commission concerning this incentive.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.
- B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005, F.A.C.*
A separate timeline for each fiscal year covered in this plan is attached as Exhibit B.
Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:
Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Certification Page:
Signed Certification is attached as Exhibit D.
- E. Adopting Resolution:
Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.
- F. Program Information Sheet:
Completed program information sheet is attached as Exhibit F.

Title: LHAP Template 2009

Exhibit A Admin Budget

No. 001

Fiscal Year 12/13		
		67-37.005(1), F.A.C.
		Effective Date: 11/09
Salaries and Benefits	\$	30,000.00
Accounting	\$	3,000.00
Audit	\$	2,000.00
TOTAL	\$	35,000.00

Fiscal Year 13/14		
Salaries and Benefits	\$	30,000.00
Accounting	\$	3,000.00
Audit	\$	2,000.00
TOTAL	\$	35,000.00

Fiscal Year 14/15		
Salaries and Benefits	\$	30,000.00
Accounting	\$	3,000.00
Audit	\$	2,000.00
TOTAL	\$	35,000.00

Based on a distribution of \$ 350,000.00

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2012 / 2013

Name of Local Government: Gulf County

Available Funds: \$355,000.00

New Plan: X
Amendment:
Fiscal Yr. Closeout:

HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A		B		C		D		E		F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total SHIP Dollars	Total Percentage	Total Units			
Housing Rehabilitation	6	\$40,000	4	\$40,000		\$40,000			\$285,750.00			\$285,750.00	80.49%				10
Volunteer-Based Rehabilitation		\$7,500		\$7,500		\$7,500					\$30,000.00	\$30,000.00	8.45%				0
Purchase Assistance		\$30,000	1	\$30,000		\$30,000					\$4,000.00	\$4,000.00	1.13%				2
Foreclosure Prevention		\$2,000	2	\$2,000		\$2,000						\$0.00	0.00%				0
Disaster Mitigation and Recovery		\$19,685		\$19,685		\$19,685						\$0.00	0.00%				0
												\$0.00	0.00%				0
												\$0.00	0.00%				0
Subtotal 1 (Home Ownership)	6		7		0		\$0.00	\$285,750.00		\$34,000.00	\$319,750.00	90.07%					13

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A		B		C		D		E		F
							New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total SHIP Dollars	Total Percentage	Total Units			
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00		\$0.00	\$35,250.00	9.93%					0
Administration Fees												\$0.00	0.00%				0
Admin. From Program Income												\$0.00	0.00%				0
Home Ownership Counseling												\$0.00	0.00%				0
												\$0.00	0.00%				0
GRAND TOTAL <small>Add Subtotals 1 & 2, plus all Admin. & HO Counseling</small>	6		7		0		\$0.00	\$285,750.00		\$34,000.00	\$355,000.00	100.00%					13

Percentage Construction/Rehab		Maximum Allowable Purchase Price:	
Amount	%	New	Existing
\$172,250.00	48.5%	\$189,000	\$189,000
\$147,500.00	41.5%		
\$319,750.00	90.1%		

Allocation Breakdown		Max Amount Program Income For Admin:	
Amount	%	Projected Program Income:	Max Amount Program Income For Admin:
\$172,250.00	48.5%	\$5,000.00	\$250.00
\$147,500.00	41.5%	\$0.00	
\$319,750.00	90.1%	\$350,000.00	
		\$355,000.00	

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART #2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2014 / 2015

Name of Local Government: **Gulf County**

Available Funds: **\$355,000.00**

Rehab/Repair SHIP Dollars: **\$285,750.00**

Without Construction SHIP Dollars: **\$34,000.00**

Total SHIP Dollars: **\$319,750.00**

Total Percentage: **90.07%**

Total Units: **13**

HOME OWNERSHIP STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Housing Rehabilitation	6	\$40,000	4	\$40,000		\$40,000	\$285,750.00		\$285,750.00	80.49%	10
Volunteer-Based Rehabilitation		\$7,500		\$7,500		\$7,500		\$30,000.00	\$30,000.00	0.00%	0
Purchase Assistance		\$30,000	1	\$30,000		\$30,000		\$4,000.00	\$30,000.00	8.45%	1
Foreclosure Prevention		\$2,000	2	\$2,000		\$2,000		\$0.00	\$4,000.00	1.13%	2
Disaster Mitigation and Recovery		\$19,685		\$19,685		\$19,685		\$0.00	\$0.00	0.00%	0
									\$0.00	0.00%	0
									\$0.00	0.00%	0
									\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	6		7		0		\$285,750.00	\$34,000.00	\$319,750.00	90.07%	13

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
						\$0.00			\$0.00	0.00%	0
									\$0.00	0.00%	0
									\$0.00	0.00%	0
									\$0.00	0.00%	0
									\$0.00	0.00%	0
									\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
Administration Fees									\$35,250.00	9.93%	
Admin. From Program Income										0.00%	
Home Ownership Counseling										0.00%	
GRAND TOTAL	6		7		0	\$0.00	\$285,750.00	\$34,000.00	\$355,000.00	100.00%	13

Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.

Percentage Construction/Rehab	Maximum Allowable Purchase Price:
	New
	Existing
	80%

Allocation Breakdown	Amount	%
Very-Low Income	\$172,250.00	48.5%
Low Income	\$147,500.00	41.5%
Moderate Income		0.0%
TOTAL	\$319,750.00	90.1%

Projected Program Income:	Max Amount Program Income For Admin:
\$5,000.00	\$250.00
Projected Recaptured Funds:	
\$0.00	
Distribution:	
\$560,000.00	
Total Available Funds:	
\$355,000.00	

16-May-12

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: _____

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.

Page 2

Certification

- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida *has or* X *has not* been implemented.

(note: Miami Dade County will check "has")

Witness

Chief Elected Official or designee

Witness

Type Name and Title

Date

OR

Attest:

Title: LHAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09

Exhibit D

(Seal)

Title: LHAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09

Sample Exhibit E

RESOLUTION NO.

A RESOLUTION OF THE _____ COMMISSION OF THE _____
(Local Government) FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS
REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS
420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE
CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND
CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL
HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE
CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable
Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of
documentary stamp taxes on deeds to local governments for the development and
maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-
420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative
Code, requires local governments to develop a one- to three-year Local Housing
Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the the
maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an
average area purchase price for new and existing housing housing benefiting from
awards made pursuant to the Act; The methodology and purchase prices used are
defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5
percent of the local housing distribution plus 5 percent of program income is
insufficient to adequately pay the necessary costs of administering the local
housing assistance plan. The cost of administering the program may not exceed
10 percent of the local housing distribution plus 5% of program income
deposited into the trust fund, except that small counties, as defined in s.

Title: LHAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09

Sample Exhibit E

120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Economic and Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for the _____ (local government) to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE _____ OF THE _____, FLORIDA that:

Section 1: The _____ (commission or council) of the _____ (local government) hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years _____.

Section 2: The _____ (Chairman or Mayor or designee), is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Title: LHAP Template 2009
No. 001
67-37.005(1), F.A.C.
Effective Date: 11/09

Sample Exhibit E

Chairman or Mayor or
designee

(CORPORATE SEAL)

ATTEST:

City or County Clerk

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
 INFORMATION SHEET**

LOCAL GOVERNMENT: Gulf County B.O.C.C.

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Mr. William C. Williams, County Commissioner
 Chairman

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

SHIP ADMINISTRATOR: Mr. Brett Lowry

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

TELEPHONE: (850) 229-5335 FAX: (850) 227-5334

EMAIL ADDRESS: blowry@gulfcounty-fl.gov

ADDITIONAL SHIP CONTACTS: Gulf County Chief Administrator Don Butler

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

EMAIL ADDRESS: dbutler@gulfcounty-fl.gov

INTERLOCAL AGREEMENT: YES/NO (IF yes, list other participants in the inter-local agreement):

NO

The following information must be furnished to the Corporation before any funds can be disbursed.

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: _____

MAIL DISBURSEMENT TO: _____

ADDRESS: _____

OR: IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED FORM:

X NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

Provide any additional updates the Corporation should be aware of in the space below:

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST, STE 5000
 TALLAHASSEE, FL 32301 Fax: (850)488-9809

PUBLIC NOTICE

A Public Hearing will be held at the Planning and Development Review Board (PDRB) meeting on Monday, May 21, 2012 at 8:45 a.m. EST, and at the Board of County Commissioners (BOCC) meeting on Tuesday, May 22, 2012 at 6:00 p.m. EST. Both public hearings will be held in the BOCC Meeting Room at the Robert M. Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida. The public hearings will be to discuss and act on the following:

1. Variance Application - William Consylman - Parcel ID #06314-095R - Located in Section 23, Township 9 South, Range 11 West, Gulf County, Florida -5' dune walkover to support handicap accessibility.
2. Variance Application - Dennis R. Faust - Parcel ID #06370-385R - Located in Section 36, Township 8 South, Range 12 West, Gulf County, Florida - Encroachment into side setbacks next to common property.
3. Variance Application - Robert Dawkins - Parcel ID #03180-235R - Corrective action to an existing access ramp and dune walkover.
4. Staff Reports - LDR Revisions including Sign and Flood Ordinance, Proposed Comprehensive Plan Amendments
5. Public and Open Discussion

The public is encouraged to attend and be heard on these matters. Information prior to the meeting can be viewed at the Planning Department at 1000 Cecil G. Costin Sr. Blvd., Room 312.

Advertise It

Ad #2012-39

Date: May 10, 2012 and May 17, 2012

Invoice: Gulf County Planning Department

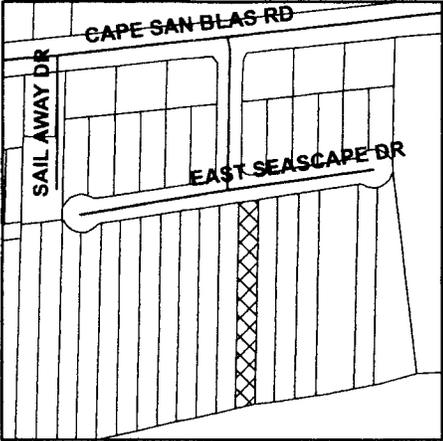
Size: Headline no smaller than 18 point

Must be at least 2 columns wide by 10 inches long

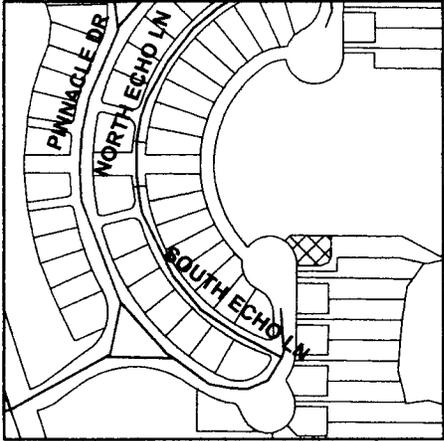
Must not appear in the newspaper portions where legal notices and classified advertisements appear

MAP

Variance - Consylman



Variance - Faust



Variance Dawkins

