

BOARD OF COUNTY COMMISSIONERS

GULF COUNTY, FLORIDA

<u>AGENDA</u>	<u>AUGUST 25, 2015</u>	<u>TIME / PAGE NO.</u>
1. Meeting Called to Order		9:00 a.m.
2. Consent Agenda		1-107
3. County Staff Business		
4. Conflict of Interest Policy		108-111
5. N.R.D.A. - Highland View Boat Ramp - Pier - Beacon Hill Veterans' Park		
6. Board Business		
7. Esther Rosenthal - Mandatory Garbage - Waste Pickup of Debris from Storm		
8. Public Discussion		

F.S. 286.0105:

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

CONSENT AGENDA

August 25, 2015

1. Minutes – July 20, 2015 – Special Meeting 1-5
 – July 28, 2015 – Special Meeting 6-8
 – July 28, 2015 – Regular Meeting 9-18

2. Approval of Checks and Warrants for July, 2015 which are incorporated
 herein by reference, pursuant to Chapter 136.06 F.S. 19-26

3. Agreement – Department of the Air Force (Right of Entry Renewal * Eglin
 Air Force, Cape San Blas) 27-28

 – FL Dept. of Agriculture (FY2015-16 Mosquito Control * contingent
 upon County Attorney’s review) 29

4. Appointee – Gulf County Tourism Development Council (David Warriner *
 Alyson Gerlach * Patty Fisher * Tony Whitfield) 30

5. Bid Award – Bid #1415-25 * LED Lights (LED Lighting Wholesale) 31

 – Bid #1415-27 * Saul’s Creek Dock & Parking Improvements
 (Roberts & Roberts * \$123,666.70) 32-34

 – Bid #1415-29 * S.H.I.P. Project-Oliva Daniels (Raymond
 Driesbach, LLC * \$26,837.00) 35

6. Change Order – T.D.C. Website * Bid #1213-19 (#5 * Outpost Design
 * Increase of \$61,500.00) 36

 – S.H.I.P. Project-Oliva Daniels (#1 * Raymond Driesbach, LLC
 * Increase of \$8,900.00) 37

7. Grant – Gulf County Public Libraries (State Aid to Libraries Agreement
 * Fiscal Year 2015-16) 38-54

8. Inventory – BOCC/Administration (Asset Transfer to Maintenance *
 #3401 * Dell Laptop Computer * Serial Number KKJOO-
 E913781 * Asset Transfer to Surplus * #2639 * Sanyo
 Video Projector * Serial Number 62709148 * #2637
 * 15” Starboard Panel-Portable * Serial Number DR150-
 0H-00571 * #3563 * Dell Latitude D520 Laptop * Serial
 Number 743-48643-67Q * #557 * Blue Line Machine *
 Serial Number AY3999) 55-57

 – Gulf County E9-1-1 (Asset Disposal * #95-37 * Dell Opti 360
 Minitower Base * Serial Number 65RWJ61 * #95-51 *
 Vertex Mobile Radio * #95-52 * Vertex Mobile Radio) 58-59

	– Gulf County Planning (Asset Transfer to Building Department * #255-2 * Toshiba Color Copier * Serial Number TOSH-ISCCGG11027 * Asset Transfer to GIS * #255-10 * Nomad Handheld GPS “Touch” * Serial Number ETOUC-18003 * #255-11 * HD Design Jet Format Printer * Serial Number DK39H61021 * #255-1 * HP Design Jet Format Printer * Serial Number DK588RY06B)	60-62
	– Gulf County Public Works (Asset Disposal * #75-137 * Scag Mower * Serial Number A1200005 * #75-165 * Hustler Mower * Serial Number 8061470 * #70-764 * Hustler Mower * Serial Number 09090239 * #75-67 * 1999 Snapper Brush Cutter * Serial Number 9911449 * #70-763 * Hustler Mower * Serial Number 7090073 * #70-700 * Snapper Mower * Serial Number 50125443 * #70-735 * Snapper Mower * Serial Number 60420214 * Asset Transfer to Extension Service * #25-124 * 78x42 Conference Table)	63-65
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9.	Policy – Department Heads	67
	– Grants Administration & Accounting	68-88
10.	Purchase Request – Chief Administrator (Vehicle off State Contract * to be paid from Reserve for Infrastructure Fund)	89
	– Mosquito Control (Aqua-Kontrol 30-30 * \$117.83 per gallon * piggy back the FY2014-15 State of Alabama Contract)	90-91
11.	Request for Funds – Gulf County Sheriff’s Office (July, 2015 Beach Patrol * \$9,337.32)	92
12.	Report – Community Rating System Recertification & 2015 Floodplain Management Progress Report)	93-99
13.	Resolution – Gulf County Local Mitigation Strategy Plan	100-101
	– Support to the FL D.O.T. Final Routing of the Gulf Coast Parkway	102-105
14.	Schedule – Gulf County, FL v. BP (Disbursement * ID 201000008387)	106-107

JULY 20, 2015

PORT ST. JOE, FLORIDA

SPECIAL MEETING

The Gulf County Board of County Commissioners met this day in special session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan and Sandy Quinn, Jr. <District 5 Commission Seat is currently vacant, awaiting Governor's appointment>.

Others present were: Clerk of the Circuit Court Rebecca L. Norris, Deputy Clerk Leanna Roberts, Clerks Budget/Finance Director Sherry Herring, Chief Administrator Don Butler, County Attorney Jeremy Novak, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Gulf County Economic Development Director Chris Holley, Emergency Management Director Marshall Nelson, Gulf County E.M.S. Director Houston Whitfield, Fire Coordinator Brad Price, Deputy Grants Coordinator Kari Summers, Information Technology Dennis Barfield, Sr., Mosquito Control Director Mark Cothran, County Planner Brett Lowry, Property Appraiser Mitch Burke, Deputy Property Appraiser Dennis Barfield, Jr., Public Works Director Joe Danford, Sheriff Mike Harrison, Deputy Supervisor of Elections Gene McCroan, Tax Collector Shirley Jenkins, and Veterans' Service Officer Joe Paul.

Chairman McDaniel called the meeting to order at 8:00 a.m., E.T.

BUDGET

Chief Administrator Butler presented a handout and discussed the outside agencies that are requesting additional funding for FY2015-16. He reported that their additional request for funds is not in the proposed budget request but could be added should the Board vote to give them an increase in funding. Chief Administrator Butler stated that if the Board approves the additional funding requests from these outside agencies, the additional total dollar amount would be \$84,435.00. He discussed a proposed increase of the St. Joseph Dependent Fire Control District to .5000 mills for FY2015-16 to help pay toward the County's communication system. After discussion, he then discussed pages 10-11 of Proposal #2 of the Budget Packet; highlighting those line items with increases. Commissioner McLemore requested that the Property Appraiser and the Sheriff be given time to explain their increases; stating that he would like to hold any millage increase to one-quarter (1/4) of a mill. Commission Bryan discussed her concerns regarding allowing the public time to review the proposed budget and being mindful of every dollar that the County spends. Commissioner Quinn stated that he would like to hear from these departments (Property Appraiser and Sheriff) as well. Chairman McDaniel stated that he agrees with Commissioner Bryan in that the Board needs to closely review this proposed budget; discussing his concerns regarding taxes, revenue, and meeting the budget.

Property Appraiser Burke appeared before the Board to report that his increase (\$122,116.00) is due to the need to add two (2) additional employees (field appraisers) in order to meet his statutory obligations and to cover the travel and education for certification for the additional field appraisers. Upon inquiry by Commissioner McLemore, Property Appraiser Burke stated that he does not have the numbers in front of him, but he would estimate that one new field appraiser would be approximately \$30,000.00. Commissioner McLemore stated that he did not have a problem with hiring one (1) employee. Clerk Finance Officer Herring reported that the cost for one (1) new hire would be \$44,357.00 which would include FICA, Medicaid, and etc., but not travel and education. After discussion, Commissioner McLemore motioned to approve only a \$50,000.00 increase over the FY2014-15 Budget (a decrease of \$72,116.00 from his request). Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

Sheriff Harrison appeared before the Board to discuss the reasons for his increase budget request (\$194,021.00); as follows: 1. an additional position for Courthouse Security; 2. an additional position for patrolling the beaches; 3. three (3%) percent salary increase for employees; 4. \$35,000.00 for a new vehicle, and; 5. \$40,000.00 for radios for his fleet of vehicles. After discussion regarding the Leave No Trace and Beach Driving Ordinances, Commissioner McLemore motioned to throw out the Leave No Trace Ordinance. County Attorney Novak advised the Board that repealing an ordinance would require the Board to go through public hearings. After further discussion, Chairman McDaniel called for a second. There being no second, the motion failed for a lack of a second. After discussion, Commissioner McLemore then motioned to approve a \$100,000.00 increase in the Sheriff's budget over the FY2014-15 Budget (\$94,021.00 decrease from his request). Commissioner Quinn seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 1, with Commissioner Bryan voting no.

Chief Administrator Butler reported that the Grants Department has been consolidated for a savings of \$75,000.00 and the reduction is in the proposed budget. He discussed the funding request list from outside agencies that was previously submitted to the Board for review. Chief Administrator Butler reported that the Board has no choice but to fund the D.R.A. (Downtown Redevelopment Agency) and the Medical Examiner; stating that these two (2) line items are listed within the proposed budget. He then discussed each outside agency's funding requests from the list provided. Upon inquiry by Commissioner McLemore, Chief Administrator Butler stated that it would be hard to get the budget down to a one-quarter (1/4) of a mill increase. After discussion, Commissioner Bryan inquired about the purpose of the \$10,150.00 appropriation to the City of Wewahitchka for T.L. James Park. Chief Administrator Butler stated that the City of Wewahitchka contention is that the County uses this park. After discussion, Commissioner Bryan motioned to strike (remove) the \$10,500.00 from the budget to the City of Wewahitchka for T.L. James Park. After further discussion, Commissioner Quinn seconded the motion for discussion, stating that he would like Staff to review and discuss with the City of Wewahitchka on how these funds are used. Commissioner Bryan then amended her motion, requesting that County Administrator Butler contact the City of Wewahitchka to see what these funds are used

for and report back to the Board. Commissioner Quinn seconded the amended motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 1, with Commissioner McLemore voting no.

Chief Administrator Butler reported that the Gulf County Health Department requested an additional funding appropriation of \$20,320.00 <Commissioner McLemore left the meeting at 9:35 a.m., E.T.>. Health Department Administrator Marsha Lindeman appeared before the Board to report why their additional request was needed to maintain the same level of income. She stated that these funds will replace the Low Income Pool (LIP) match. After discussion, Commissioner Bryan discussed waiting on this figure until Ms. Lindeman hears from the State. Chairman McDaniel stated that the Board would put a hold on this funding request. <Commissioner McLemore returned to the meeting at 9:39 a.m., E.T.>

Chairman McDaniel called for a representative from the Humane Society to come before the Board. There was no one present. Chief Administrator Butler stated that the Humane Society is requesting an additional \$486.00. After discussion by members of the Board, Commissioner McLemore motioned to hold the Humane Society Budget at the same level (no increase). Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

Chief Administrator Butler reported that the Senior Citizens Association requested an additional \$16,340.00; stating they are now receiving \$33,660.00. Clerk Finance Officer Herring stated that with the \$5,000.00 added this year in lieu of a grant, the Senior Citizens is funded \$38,660.00. After further discussion, the Board agreed to hold this funding increase request.

Chief Administrator Butler discussed the request made by C.A.R.E. (Chemical Addictions Recovery Effort) and Bay Cares. After discussion, the Board agreed not to fund C.A.R.E. or Bay Cares.

After discussion by Chief Administrator Butler, Gulf County Library Coordinator Nancy Brockman appeared before the Board to request the Board fund their agency at the prior funding level; reporting that State Aid has been cut by over \$7,500.00 and their insurance and bonds have increased. Upon inquiry by Chairman McDaniel, Gulf County Library Coordinator Brockman reported that both municipalities contribute funds; stating that she has requested an increase in funding to assist with State Aid cuts from them as well. After discussion, Commissioner Bryan discussed the level increase of \$13,340.00. She then motioned to approve the \$13,340.00 increase over the FY2014-15 Budget. Commissioner Quinn seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion failed 2 to 2, with Chairman McDaniel and Commissioner McLemore voting no.

Chief Administrator Butler recommended hiring a building inspector and discussed hiring a code enforcement officer. Commissioner McLemore motioned to remove the funds to hire both positions (building inspector, \$63,000.00 and the code enforcement officer).

Upon inquiry by Commissioner McLemore, Chief Administrator Butler reported it would be a decrease of \$63,000.00 for the building inspector and a decrease of \$51,500.00 for the code enforcement officer. He then amended his motion to leave the new hire of a code enforcement officer out of the proposed budget (decrease of \$51,548.00), and to leave the new position of a building inspector and the vehicle in the proposed budget. Commissioner Quinn seconded the motion. After discussion by Commissioner Bryan, Chairman McDaniel called for public comment. Pat Hardman, of Port St. Joe appeared before the Board to state that the Building Department does need the extra position. She inquired as to why this would be funded from ad valorem dollars instead of permitting fees collected by the Building Department. After further discussion, the motion passed 3 to 1, with Commissioner Bryan voting no. <Commissioner Quinn left the meeting at 10:12 a.m., E.T.> Commissioner McLemore motioned to remove the purchase of an animal control vehicle (decrease of \$22,000.00). Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (3-0) <Commissioner Quinn returned to the meeting at 10:14 a.m., E.T.>. After discussion, The Board agreed to hold a budget meeting on Tuesday, July 28th at 8:00 a.m., E.T.

WHITE CITY PARK

Upon inquiry by Commissioner Bryan, Chief Administrator Butler reported that the County accepted bids for the White City Boat Dock (Bid #1314-26) project; stating that the bids came in at \$40,000.00 to \$60,000.00. He reported that if the County spends funds for this project that it will be temporary due to the retaining wall that the Corps of Engineers installed is giving way and leaning into the basin. He discussed his concerns regarding the leaning retaining wall and the cost for this project; stating that the County could look to apply for grants to help fund this project. Upon inquiry by Chairman McDaniel, Chief Administrator Butler reported that there are three (3) boat ramps at the White City Park. Chairman McDaniel stated that there is not a problem with loading and off-loading of the boats. He also discussed contacting FWC (Florida Fish and Wildlife Commission) regarding this project. Chief Administrator Butler recommended that the County strive to obtain a grant to fund this project. After discussion, Commissioner Bryan inquired and expressed concerns for public safety as activities continue at the park while the County awaits funding for repair to the dock. Chief Administrator Butler stated that Staff can stake and rope it off again to make it safe for the public. He reported that people have torn the rope and posts down, but they will be replaced to keep it safe. Commissioner Bryan requested the Board place this project as a priority to look for grants and funding. Upon inquiry by Commissioner McLemore, Commissioner Bryan stated that she would love for this project to be on the BP "wish list".

GARBAGE

Commissioner Bryan discussed the matter of yard debris along the coast and in District III. She stated that she is interested in mandatory garbage pickup. Commissioner Bryan then discussed the verbal report presented to the Board by Assistant Administrator Hammond regarding mandatory garbage pickup, and the requests made to obtain a copy of his report. She then requested that the Board direct Assistant Administrator Hammond to respond to the requests. After discussion, Commissioner Bryan explained that she just

wants Assistant Administrator Hammond's notes regarding this topic. Chief Administrator Butler discussed the MSTU and the study that will have to be done in order to move forward with mandatory garbage pickup. Commissioner Quinn requested that Assistant Administrator Hammond provide Commissioner Bryan a copy of his notes. <Assistant Administrator Hammond presented his notes to Chief Administrator Butler who then presented them to the Clerk for the record.> Assistant Administrator Hammond reported that he just provided his notes to Chief Administrator Butler; stating that jotted down notes from a meeting, typically are not public record. He stated that the only person from Staff that makes an opinion is the Chief Administrator, unless he or the Board tells me to give an opinion, he will provide the facts for the Board to consider. Assistant Administrator Hammond reported that the majority of the information presented came from the R.F.P. and the bid (Solid Waste Services – Bid #1314-15), which can be obtained from the Clerk's Office. Commissioner Bryan stated that she didn't ask for an opinion, but requested a recommendation from Staff. Further discussion followed.

There being no further business, and upon motion by Commissioner McLemore, second by Commissioner Quinn, and unanimous 4-0 vote, the meeting did then adjourn at 10:44 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**

JULY 28, 2015

PORT ST. JOE, FLORIDA

SPECIAL MEETING

The Gulf County Board of County Commissioners met this date in regular session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan and Sandy Quinn, Jr. <District V seat vacant, awaiting Governor's appointment>.

Others present were: County Attorney Jeremy Novak, Clerk Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Building Official Lee Collinsworth, Building Inspector George Knight, E.D.C. Director Chris Holly, E.D.C. Assistant Director Michelle Childs, Gulf County E.M.S. Director Houston Whitfield, Deputy Grant Coordinator Kari Summers, Mosquito Control Director Mark Cothran, County Planner Brett Lowry, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Property Appraiser Mitch Burke, Deputy Property Appraiser Dennis Barfield, Jr., Public Works Director Joe Danford, RESTORE Act Coordinator Warren Yeager, Jr., Sheriff's Department Captain Chris Buchanan, Tax Collector Shirley Jenkins, T.D.C. Executive Director Jennifer Jenkins, T.D.C. Deputy Director Towan Kopinsky.

Chairman McDaniel called the meeting to order at 7:59 a.m., E.T.

BUDGET

Chief Administrator Butler discussed Budget Proposal #2; reporting that the County is down to a 2.25% increase. He also reported that the current millage is 7.2442; which is up from 6.9936. Chief Administrator Butler stated that the Board will need to set a tentative millage rate by August 4th. Commissioner McLemore inquired if each Board member has had a chance to review the proposed budget and are in agreement with the mill increase; stating that he is good with the budget and this increase. Commissioner McLemore motioned to cap the increase at a ¼ mill. Commissioner Quinn seconded the motion. After discussion by members of the Board, Chairman McDaniel called for public comment. There being no public comment, the Chairman requested that the motion be read back. Deputy Clerk Roberts read the motion and second back for the record. After discussion by members of the Board, Clerk Finance Officer Herring requested clarification of the motion as to be set at an increase of a ¼ mill even or is it set at .2506. Commissioner McLemore clarified the motion to cap at .2506. The motion passed 3 to 1, with Commissioner Bryan voting no.

Chief Administrator Butler discussed the St. Joe Fire Control District; recommending that the Board earmark a .10 of a mill for communications. Commissioner McLemore motioned to earmark the .10 mill from the St. Joe Fire Control District for communications. Commissioner Bryan seconded the motion. Chairman McDaniel called for public

comment. There being no public comment, the motion passed unanimously (4-0). Upon inquiry by Clerk Finance Officer Herring, The Board had no objection to leaving the remaining Fire Control Districts at .5000 mill.

After discussion, Commissioner McLemore motioned to hold the first tentative budget hearing on September 9th at 5:01 p.m., E.T. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

Commissioner McLemore motioned to leave Howard Creek Fire District, Tupelo Fire Control District, and Overstreet Fire Control District at .5000 mill. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

Commissioner Bryan discussed the Board Budget under communications for District III; reporting that she would like to reduce this line item to \$900.00 total. Commissioner Bryan motioned to reduce communication for District III (Account #21111-41003) to \$900.00 <reducing the budget by \$300.00>. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 1, with Commissioner McLemore voting no.

Russell Scholtz, of the Senior Citizens Association appeared before the Board to discuss their budget request; reporting that there has been some changes to their funding. He passed out a handout for the Board to review <copy not provided to the Clerk for the record>; requesting an increase in funding from \$32,000.00 to \$50,000.00. Upon inquiry by Commissioner Bryan, Clerk Finance Officer Herring discussed the \$5,000.00 increase to the Senior Citizens Budget this year due to no longer applying for the (Food and Shelter Grant, previously applied for by Emergency Management on the Senior Citizens Association's behalf) grant. After discussion, Chairman McDaniel discussed reviewing the budget. Upon inquiry by Commissioner Bryan, Mr. Scholz reported that the current funding from the City of Port St. Joe is \$8,000.00.

Melanie Townsend, of the St. Joseph Humane Society appeared before the Board to discuss their budget request; reporting that they are requesting the same amount as requested last year, \$48,600.00. Melinda Burkett, of the St. Joseph Humane Society appeared before the Board to encourage the Board to do a walk-through at the shelter. After discussion, Clerk Finance Officer Herring reported that the amount listed in the proposed budget is what was given last fiscal year, \$48,114.00; not what is currently requested, \$48,600.00. After discussion, Commissioner Bryan motioned to increase the St. Joseph Human Society Budget (Account #43262-82000) by \$486.00. Commissioner Quinn seconded the motion for discussion. After further discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 1, with Commissioner McLemore voting no.

Assistant Administrator Hammond reported that if the Board does not say where to cut, it will have to come from Reserve; stating that every dollar added will have to offset to balance the budget.

Gulf County Health Department Administrator Marsha Lindeman appeared before the Board to discuss their budget request; reporting that she would like to tentatively withdraw the \$20,000.00 increase request and keep last year's funding request.

After discussion, Commissioner Bryan discussed the consultant service for insurance, in the amount of \$19,200.00; stating that the County doesn't need a consultant, but to put the insurance out to bid by the policy. She requested that Staff review this line item further to see if this is something that can be altered before the next board meeting.

Commissioner Bryan discussed the County Probation Budget; reporting there is an increase. Clerk Finance Officer Herring reported that there was an adjustment to staffing and percentage ratios to Probation Budget versus the Jail Budget; stating that monies are still coming in under the revenues received and projected. Upon inquiry by Commissioner Bryan regarding what the overall collection has been for court fees, Clerk Finance Officer Herring reported that she would need to obtain that information for the Clerk's Court System Supervisor. Commissioner Bryan discussed looking at those monies (court fee money) as well; reporting that the Jail Budget has also increased. She discussed her concerns regarding conflict of interest with the same person managing the probation and the Jail. Commissioner Bryan stated that this is an area of the budget that needs to be reviewed.

There being no further business, and upon motion by Commissioner McLemore, the meeting did then adjourn at 8:50 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK OF COURT**

JULY 28, 2015

PORT ST. JOE, FLORIDA

REGULAR MEETING

The Gulf County Board of County Commissioners met this date in regular session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan and Sandy Quinn, Jr. <District V seat vacant awaiting Governor's appointment>.

Others present were: County Attorney Jeremy Novak, Clerk Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Building Official Lee Collinsworth, Building Inspector George Knight, E.D.C. Director Chris Holly, E.D.C. Assistant Director Michelle Childs, Emergency Management Director Marshall Nelson, Gulf County E.M.S. Director Houston Whitfield, Deputy Grant Coordinator Kari Summers, Mosquito Control Director Mark Cothran, County Planner Brett Lowry, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Public Works Director Joe Danford, Sheriff's Department Captain Chris Buchanan, Tax Collector Shirley Jenkins, T.D.C. Executive Director Jennifer Jenkins, T.D.C. Deputy Director Towan Kopinsky, and Veterans' Service Officer Joe Paul.

Sheriff's Department Captain Buchanan called the meeting to order at 9:00 a.m., E.T.

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

CONSENT AGENDA / INFORMATION PACKET

<Commissioner Bryan entered the meeting at 9:02 a.m., E.T.> Chairman called for public comment regarding the Consent Agenda or Information Packet. There were no public comment. Upon inquiry by Chairman McDaniel, Commissioner Bryan inquired about Pages 105-107 (Item #11 * Cathey Construction Invoice * Bid #1213-09) of the Consent Agenda. Assistant Administrator Hammond stated that this invoice is not the final payment, only services rendered to date. Commissioner Bryan discussed her concerns regarding the completion of this project (White City Fire Station * Bid #1213-09) and inquired on the status of collecting liquidated damages. Assistant Administrator Hammond reported that they (White City Fire Department) are not seeking liquidated damages; discussing the change orders. After discussion by Commissioner Bryan and County Attorney Novak, Assistant Administrator Hammond discussed the delays associated with this project. After discussion, Chairman McDaniel asked Commissioner Bryan if she wanted to pull Pages 105-107. Commissioner Bryan motioned to pull Pages 105-107 (Item #11 * Invoice #8 for Cathey Construction, in the amount of \$93,738.08 for Bid #1213-09) from the Consent Agenda. Commissioner Quinn seconded the motion for discussion. After discussion, Commissioner Quinn withdrew his

second. Chairman McDaniel called for a second. There being no second, the motion failed for a lack of a second. Commissioner Bryan discussed Page 155 (Item #13 * authorization for collection actions against county vendor) of the Consent Agenda and inquired if this service falls under the County Attorney's contract or if this service would be billed separate. County Attorney Novak stated he hoped to have this resolved without going to small claims, which would fall under the contract. After discussion, County Attorney Novak stated he would report back to the Board once he is able to locate the principal for the company. Commissioner Bryan discussed her concerns regarding the County purchasing fence and inquired about the status of this matter. County Attorney Novak stated he would review the file and report back the Board. Commissioner Bryan motioned to place a caveat on Page 115 (Item #13) of the Consent Agenda that the County Attorney can pursue provided that it is under this base contract, but if he has to bill additional fees that he would bring it back to the Board for approval. After discussion by Board members, County Attorney Novak inquired further direction from Board regarding locating the owner and the possible defunct corporation; recommending that if the company is defunct or dissolved then the Board not pursue a judgment. After discussion, Chairman directed the Clerk to read back the motion. Deputy Clerk Roberts read the motion. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 1, with Commissioner McLemore voting no. Commissioner Bryan discussed Page 1 (Item A * Tourist Development Council appointments) of the Information Packet; requesting that she be appointed to serve on the T.D.C. Advisory Board instead of Chairman McDaniel. After discussion by Commissioner Bryan, Chairman McDaniel stated that he will remain as a member of the T.D.C. Advisory Board. After discussion by County Attorney Novak, Commissioner Bryan motioned to request that Chairman McDaniel appoint her as the District III Commissioner on the County Seat of the T.D.C. Chairman McDaniel called for a second. Commissioner Quinn seconded the motion for discussion. After further discussion, Chairman McDaniel directed the Clerk to read the motion back to the Board. Deputy Clerk Roberts read the motion and the second. Chairman McDaniel called for public comment. There being no public comment, the motion failed 2 to 2, with Chairman McDaniel and Commissioner McLemore voting no. Commissioner Bryan discussed her concerns regarding Page 2 (Item A * RESTORE Act reappointments) of the Information Packet and then motioned to follow Dewberry's recommendation for the composition of the board. Chairman McDaniel called for a second. The motion failed for a lack of a second. Commissioner McLemore motioned to approve the Consent Agenda and Information Packet. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 1, with Commissioner Bryan voting no, as follows:

1. Minutes – May 26, 2015 – Regular Meeting
 - June 9, 2015 – Regular Meeting
 - June 23, 2015 – Regular Meeting
 - July 7, 2015 – Emergency Meeting
 - July 7, 2015 – Special Meeting

2. Approval of Checks and Warrants for June, 2015 which are incorporated herein by reference, pursuant to Chapter 136.06 F.S.
3. Agreement – Preble-Rish, Inc. (2015 County Road Bond Paving Project – Gas Tax Revenue Bond, Series 2015 A & B)
4. Appointee – Gulf County Value Adjustment Board (County Commissioner Ward McDaniel * County Commissioner Sandy Quinn, Jr. * Community Appointment Eugene Raffield)
5. Bid Award – Bid #1415-20 * Dental Insurance (Florida Combined Life * Rate increase of 7%)
 - Bid #1415-24 * Communication Tower Repairs (Tower Construction & Technical Services * \$14,183.18)
6. Budget Amendment #9 – General Fund (Amend the FY2014-2015 Budget for General Fund & Public Works Fund * \$4,182.00), as follows:

BUDGET AMENDMENT #9

Amend the FY2014-2015 Budget for General Fund and Public Works Fund. The following expenditures were not included in the adopted budget and are requesting budget amendments to move the funding from Reserves. Facility Maintenance purchased supplies, equipment, and services required to provide the Sheriff's Office with a network room that would meet their compliance requirements, in the amount of \$4,182.

GENERAL FUND

	<u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended Budget</u>
Transfers Out:				
21181-92000 Intra-Fund Transfers Out	\$2,835,751	\$4,182	\$0	\$2,839,933
Reserves:				
99984-95002 Res. for Infrast. Fund	\$144,348	\$0	\$4,182	\$140,166

PUBLIC WORKS FUND

	<u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended Budget</u>
Transfers In:				
104381-92000 Intra-Fund Transfers In	\$3,035,751	\$4,182	\$0	\$3,039,933
Facility Maintenance-Gen Gov:				
28151911-34000 Other Services	\$2,100	\$1,325	\$0	\$3,425
28151911-46100 Repair & Maint: Bldg/Grnds	\$10,214	\$217	\$0	\$10,431
28151911-52000 Operating Supplies	\$7,000	\$755	\$0	\$7,755
28151911-64000 Equipment	\$7,700	\$1,885	\$0	\$9,585

This Budget Amendment duly approved and adopted by the Gulf County Board of County Commissioners at their regular meeting on the 28th day of July, 2015.

(End)

7. Change Order – 2014 Jarrott Daniels Road S.C.O.P. Project * Bid #1415-10
(#1 * Roberts & Roberts, Inc. * Decrease of \$161,687.55)
8. Grant – Submit Applications (F.R.D.A.P. Grants * Honeyville Park & Dead Lakes Park)
 - Extension (H.M.G.P. Stumphole Revetment * December 31, 2015 * FEMA 0468-15-R)
 - Modification (#1 * Emergency Management Preparedness Grant * Remove some Language on Page 25 * #16-FG-5A-02-33-01-089)
9. Insurance – Health (PRM Health Trust - Florida Blue * 6.26% Increase)
 - Vision (PRM Health Trust * NVA Vision Plan)
10. Inventory – Gulf County E.D.C. (Asset Transfer to Gulf County T.D.C. * #235-1 * Macbook Pro Laptop Computer * Serial Number C1ML1DN-MDTY4)
 - Gulf County Emergency Management (Asset Disposal * #90-197 * Panasonic VHS Movie Camera * Serial Number C8C34KR)
 - Gulf County Information Technology (Asset Disposal * #16-01 * Dell Laptop * Serial Number 749GKV1)
11. Invoice – Cathey Construction (#8 * White City Fire Station * Bid #1213-09 * \$93,738.08)
12. Policy – S.H.I.P. Funding Authority
13. Request – Career Source Gulf Coast (Career Source Gulf Coast FY 2015-2016 Budget)
 - Career Source Gulf Coast (Waiver of Percentage of Funding * ITA – Individual Training Accounts)
 - Career Source Gulf Coast (Initial Designation of Local Workforce Development Area & Initial Board Certification of Membership)

****CAVEAT**** – Gulf County Attorney (Authorization for Collection Actions Against County Vendor * St. Joe Music Store)

– Gulf County Public Works (Purchase - Large Track Excavator * Two Pumps * to be paid from Escrow Funds, contingent upon D.E.P. Concurrence)

14. Request for Funds – Gulf County Sheriff’s Office (June, 2015 Beach Patrol * \$4,734.69)

15. Resolution – Amending the FY 2014-2015 Budget (Unanticipated Revenue for General Fund & Public Works Fund), as follows:

RESOLUTION NO. 2015-13

WHEREAS, the Board of County Commissioners of Gulf County, Florida, has unanticipated revenue in the General Fund and Public Works Fund; and

WHEREAS, said revenue adjustments are necessary for expenditures to be incurred in Fiscal Year 2014-2015;

NOW, THEREFORE, BE IT RESOLVED, as follows:

GENERAL FUND

	<u>Original Budget</u>	<u>Increase/Decrease</u>	<u>Amended Budget</u>
Revenue:			
00134-71000 Aid To Libraries	\$56,385	\$3,745	\$60,130
Expenditure:			
Libraries - Public:			
62271-34200 N.W. Regional Libr. State	\$56,385	\$3,745	\$60,130

PUBLIC WORKS FUND

	<u>Original Budget</u>	<u>Increase/Decrease</u>	<u>Amended Budget</u>
Revenue:			
104364-00000 Disp. of Fixed Assets	\$300,000	\$160,500	\$460,500
Expenditure:			
Road & Street Facilities - Transportation:			
281541-64001 Equipment >\$5000	\$0	\$160,500	\$160,500

THIS RESOLUTION ADOPTED by the Gulf County Board of County Commissioners, this 28th day of July, 2015.
(End)

- Eight County Interlocal Agreement (RESTORE Act Funding, including Triumph Corporation), as follows:

RESOLUTION NO. 2015-14

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY FLORIDA AUTHORIZING THE COUNTY TO ENTER INTO AN INTERLOCAL AGREEMENT WITH WAKULLA, FRANKLIN, BAY, OKALOOSA, SANTA ROSA, WALTON, AND ESCAMBIA COUNTIES FOR THE PURPOSE OF CREATING AN INTERGOVERNMENTAL AGENCY UNDER CHAPTER 163, FLORIDA STATUTES, AND EXECUTE APPLICATIONS FOR THE PURSUIT OF ALL RESTORE ACT FUNDING TO INCLUDE FROM THE TRIUMPH CORPORATION AS DESIGNED BY THE FLORIDA LEGISLATURE AND FOR ANY OTHER PURPOSES THAT THE COLLECTIVE COUNTIES MAY AGREE UPON IN THE AGREEMENT AND IN COMPLIANCE WITH FLORIDA STATUTES.

Complete Resolution on file with Clerk

(End)

16. S.H.I.P. – Award Letter (Jennifer A. Wright * Purchase Assistance * \$25,000.00)

– FY 2015-2016 Funding Certification (\$350,000.00)

(End)

WAIVE BID POLICY – S.H.I.P. PROJECT DANIELS

VSO/S.H.I.P. Paul appeared before the Board to request approval to waive the Bid Policy regarding advertisement to receive sealed bids due to a spending deadline for a S.H.I.P. Rehabilitation Project (Oliva Daniels). Commissioner McLemore motioned to waive the requirement to advertise to receive sealed bids for this project. Commissioner Quinn seconded the motion. County Attorney Novak stated that per the Bid Policy, the motion needs to include the terms in which they are suspending the Policy; reporting that VSO/S.H.I.P. Paul stated that this is due to an emergency circumstance. Commissioner McLemore then added including the terms in his motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously (4-0).

HIGHLAND VIEW BOAT RAMP

Chief Administrator Butler discussed a letter regarding the Highland View Boat Ramp <email provided to Clerk for the record>; reporting that D.E.P. has been informed from the original contractor, Mr. Tedder, of the boat ramp that this structure cannot be moved

and reused. He discussed the need for direction from the Board regarding this matter; stating that if the boat ramp is moved and the structure does not hold, D.E.P. is concerned that it could cost more than the funds designated for this project. Chief Administrator Butler discussed placing this project "on the back burner" for now to allow D.E.P. to determine if there are some funds from the Beacon Hill Park (Veterans' Memorial) Project that could be used for the Highland View Boat Ramp Project. After discussion by Chief Administrator Butler, Chairman McDaniel discussed this project and Commissioner Bryan discussed her concerns regarding this project and funding. She discussed seeing if the County could use the \$166,000.00 for the pier project on the Highland View Boat Ramp Project. After discussion, Commissioner Bryan motioned to allow Chief Administrator Butler and Staff to move forward with D.E.P. and consider the \$166,000.00 from the Indian Pass Boat Ramp (moved to fund the pier at Beacon Hill Veterans' Memorial Park) to be used at the Highland View Boat Ramp, provided that it accomplishes what the Board wants it to accomplish, which is having a safe boat ramp. Commissioner McLemore seconded the motion for discussion. After discussion by Commissioner McLemore regarding the total price of the project and if it is a little over that the Board find the funds to complete this project, Chairman McDaniel called for public comment. There being no public comment. Chairman McDaniel called for the motion to be read back. Deputy Clerk Roberts read the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously (4-0).

T.D.C. FINAL SETTLEMENT – DEEPWATER HORIZON INCIDENT

Following discussion by County Attorney Novak, Commissioner McLemore motioned to allow the Chairman to sign the Final Settlement Form for T.D.C. regarding the B.P. claim. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously (4-0).

FILM DOCUMENTARY – CAPE SAN BLAS LIGHTHOUSE

Following discussion by County Attorney Novak, Commissioner McLemore motioned to allow the Chairman to sign a Location Release for the filming documentary on the Lighthouse. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously (4-0).

CHANGE ORDER #2 – CATHEY CONSTRUCTION / WHITE CITY FIRE STATION

Upon request by Assistant Administrator Hammond, Commissioner McLemore motioned to approve Change Order #2 from Cathey Construction regarding the building of the White City Fire Station (Bid #1213-09), for a net increase of \$6,450.00. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed 3 to 1, with Commissioner Bryan voting no.

AUTHORIZATION – SMALL COUNTY GRANT

Solid Waste Director Danford reported that he has not received the application for the Small County Grant yet; requesting approval from the Board to obtain the Chairman's

signature once the application is received and any other pertinent documents needed for this grant. Commissioner McLemore motioned to approve this request. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously (4-0).

MONTHLY REPORT – GULF COUNTY E.M.S.

Gulf County E.M.S. Director Whitfield appeared before the Board to present the June, 2015 monthly Run Report <copy provided to Clerk for the record>. Chairman McDaniel thanked Gulf County E.M.S. Director Whitfield for the status update.

CONTRACT – WASTE PRO

Commissioner Bryan renewed her concerns regarding yard debris pickup; stating that this matter remains to be a problem. She discussed her concerns regarding the transfer station and no paved road leading to the site. Commissioner Bryan stated that she would like to discuss this matter further at a future Board meeting.

PACES FOUNDATION / GATEWAY MANOR – MEETING

Commissioner Quinn reported that the Board has kept their obligations to the PACES Foundation (Gateway Manor Project) and that the City of Port St. Joe is insuring that the PACES Foundation follows through with what they said they were going to do. He reported that a meeting will be held at City Hall (Port St. Joe) on August 11th at 6:00 p.m., E.T. and encouraged the public to attend.

F.D.O.T. SIDEWALK PROJECT – PINE STREET TO MEXICO BEACH

Chairman McDaniel discussed the upcoming sidewalk project by Florida D.O.T. from Pine Street to the Bay County line; reporting that the Board submitted a request to D.O.T. to widen a section of the sidewalk for golf cart access. He reported that D.O.T. plans to move a portion of the sidewalk for one (1) block across the road (beachside) just past the Beacon Hill Veterans' Memorial Park due to three (3) homes that were built on the right-of-way, leaving no buffer. Chairman McDaniel discussed his concerns regarding this project and possible future variance requests due to this project. He requested that Chief Administrator Butler contact D.O.T. to come back before the Board and to work with Commissioner Bryan regarding this project.

ESTUARY PROGRAM

Darryl Boudreau of the Nature Conservancy appeared before the Board to discuss an opportunity only through the RESTORE; reporting that they are pulling Counties around the Panhandle around the Watershed to identify what the priority issues are that needs to be addressed to stabilize and improve the environment. He discussed a proposed resolution that supports the Estuary Program. Upon inquiry by Commissioner McLemore, Chief Administrator Butler recommended this proposed resolution. Commissioner McLemore motioned to adopt the following resolution that supports the Estuary Program. Commissioner Bryan seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously (4-0), as follows:

RESOLUTION NO. 2015-15

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA EXPRESSING SUPPORT FOR THE NORTHWEST FLORIDA ESTUARIES AND WATERSHEDS PROJECT THAT WILL ESTABLISH ESTUARY PROGRAMS FOR THE COMPREHENSIVE MANAGEMENT, RESTORATION, AND PROTECTION OF SEVEN NORTHWEST FLORIDA ESTUARIES; PROVIDING FOR TRANSMITTAL; PROVIDING FOR AN EFFECTIVE DATE.

Complete Resolution on file with Clerk

(End)

BUDGET REQUEST – EARLY LEARNING COALITION

Joe Seabrook, of Early Learning Coalition appeared before the Board to request match funds for a Pre-K Program (letter on Page 60 of the Information Packet) and discussed what the Early Learning Coalition does within the community. After discussion regarding Pre-K Program and Wrap-a-round Program, Commissioner McLemore discussed the budget. Mr. Seabrook thanked the Board for the available office space downtown. After discussion, Commissioner Bryan motioned to allow Mr. Seabrook additional time to speak. Commissioner Quinn seconded the motion. Upon inquiry by Commissioner Bryan, Mr. Seabrook reported that the County funded \$1,500 last year to the Early Learning Coalition. Upon inquiry by Chairman McDaniel, Mr. Seabrook stated that they are requesting \$2,500.00 from the Board to buy down the match funds. Chairman McDaniel stated that the Board will review this request further.

RIPARIAN COUNTY STAKEHOLDER COALITION & ACF SUSTAINABLE WATER MANAGEMENT PLAN

RCSC Coordinator Chadwick Taylor appeared before the Board to request budget funds <Commissioner Quinn left the meeting at 10:19 a.m., E.T.>. He presented to the Board the budget fund request and ACF (Apalachicola, Chattahoochee, Flint) Sustainable Water Management Plan <copy provided to the Clerk for the record>. <Commissioner Quinn returned to the meeting at 10:21 a.m., E.T.> Mr. Taylor thanked the Board for their previous support and funding; reporting that they are requesting the same amount of \$5,000.00. He discussed the appointees and the Water Management Plan. Discussion followed.

I DON'T KNOW YET THERE IS SO MUCH!

Linda Sertich, of Port St. Joe appeared before the Board to request that the Board reconsider the motion to one (1) meeting a month. She also requested that the Board make it where Board members cannot ask her where she is from. Mrs. Sertich discussed her concerns regarding Commissioner Bryan meeting with Staff and their response to the Commissioner.

GULF TO BAY PARKWAY

E.D.C. Chairman Christy McElroy appeared before the Board to discuss the Gulf to Bay Parkway and the concerns regarding alternative routes #17 and #19. She reported that a meeting will be held on August 11th from 1:30 p.m. to 4:00 p.m. at the Gulf Coast, Panama City; requesting that Gulf County have a present at this meeting. Commissioner Quinn motioned to allow E.D.C. Chairman McElroy additional time to speak. Commissioner McLemore seconded the motion. E.D.C. Chairman McElroy reported that Opportunity Florida wanted to see all of Gulf County's letters (letter of support); reporting that those letters and Resolution have been submitted. Chairman McDaniel discussed his concerns regarding the alternative routes, leaving out Gulf County from the Gulf to Bay Parkway Project.

STATUS REPORT – GULF COUNTY E.D.C.

E.D.C. Chairman Christy McElroy presented and discuss the year-end E.D.C. Status Report <copy provided to Clerk for the record>.

There being no further business, and upon motion by Commissioner McLemore, second by Commissioner Quinn, and unanimous 4-0 vote, the meeting did then adjourn at 10:39 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK OF COURT**



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08/18/2015 14:00 | GULF COUNTY BCC | FOR: All Except State
838eb1an | AP CHECK RECONCILIATION REGISTER JULY 2015

FOR CASH ACCOUNT: 00100 10110

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
3546	07/01/2015	WIRE	006126 CENTENNIAL BANK	5,633.84			
3547	07/02/2015	WIRE	004010 ELECTRONIC FEDERAL TAX PA	46,565.65			
3548	07/02/2015	WIRE	040903 EXPERTPAY FOR EMPLOYERS	520.00			
3549	07/02/2015	WIRE	004230 NATIONWIDE RETIREMENT SOL	2,754.00			
3550	07/02/2015	WIRE	006126 CENTENNIAL BANK	1,838.99			
3551	07/02/2015	WIRE	006126 CENTENNIAL BANK	205.00			
3553	07/07/2015	WIRE	006156 CENTENNIAL BANK	28,174.73			
3555	07/08/2015	WIRE	000401 FLORIDA DIV. RETIREMENT	42,680.74			
3558	07/09/2015	WIRE	005572 PUBLIC RISK MANAGEMENT	90,298.68			
3559	07/10/2015	WIRE	005897 AMERICAN FIDELITY ASSURAN	5,779.45			
3560	07/10/2015	WIRE	006126 CENTENNIAL BANK	2,206.78			
3561	07/14/2015	WIRE	002036 THE STANDARD INSURANCE CO	133,233.42			
3562	07/14/2015	WIRE	000116 BD.CO.COMMISSIONERS P/R	47,738.23			
3565	07/16/2015	WIRE	004010 ELECTRONIC FEDERAL TAX PA	520.00			
3566	07/15/2015	WIRE	040903 EXPERTPAY FOR EMPLOYERS	2,754.00			
3567	07/16/2015	WIRE	004230 NATIONWIDE RETIREMENT SOL	1,888.99			
3568	07/16/2015	WIRE	006126 CENTENNIAL BANK	2,225.15			
3569	07/20/2015	WIRE	000142 FLORIDA DEPT. OF REVENUE	205.00			
3576	07/21/2015	WIRE	006126 CENTENNIAL BANK	779.45			
3577	07/27/2015	WIRE	006126 CENTENNIAL BANK	312.79			
3578	07/27/2015	WIRE	000569 DEPT COMMUNITY AFFAIRS	136,161.92			
3579	07/28/2015	WIRE	000116 BD.CO.COMMISSIONERS P/R	47,803.79			
3582	07/30/2015	WIRE	004010 ELECTRONIC FEDERAL TAX PA	2,714.00			
3583	07/30/2015	WIRE	004230 NATIONWIDE RETIREMENT SOL	89.69			
3584	07/29/2015	WIRE	000116 BD.CO.COMMISSIONERS P/R	14.86			
3586	07/30/2015	WIRE	004010 ELECTRONIC FEDERAL TAX PA	50.00			
3587	07/30/2015	WIRE	006126 CENTENNIAL BANK	34.81			
3592	07/30/2015	WIRE	000278 BOARD COUNTY COMMISSIONER	9,343.39			
3593	07/30/2015	WIRE	000278 BOARD COUNTY COMMISSIONER	7.35			
3597	07/28/2015	WIRE	004010 ELECTRONIC FEDERAL TAX PA	18,058.46			
3598	07/30/2015	WIRE	004654 CARDMEMBER SERVICE	1,581.95			
106529	07/01/2015	PRINTED	005264 FAIRPOINT COMMUNICATIONS	.00			
106530	07/01/2015	VOID	001401 WARREN J. YEAGER	.00			
106531	07/01/2015	PRINTED	002198 LAURA TAYLOR	170.93			
106532	07/01/2015	PRINTED	003433 SHIRLEY JENKINS	126.05			
106533	07/01/2015	PRINTED	003433 SHIRLEY JENKINS	94.60			
106534	07/01/2015	PRINTED	003433 SHIRLEY JENKINS	126.05			
106535	07/01/2015	PRINTED	003935 AXIS DATA SOLUTIONS, INC	5,700.00			
106536	07/01/2015	PRINTED	001401 WARREN J. YEAGER	69.24			
106537	07/02/2015	PRINTED	000421 INT. UNION OF OPER. ENG.	150.00			
106538	07/02/2015	PRINTED	004160 UNIFIRST CORPORATION	321.11			
106539	07/02/2015	PRINTED	004290 UNITED WAY OF NORTHWEST F	56.00			
106540	07/07/2015	PRINTED	000172 NORTHWEST REGIONAL LIBRAR	24,180.00			
106541	07/07/2015	PRINTED	001401 WARREN J. YEAGER	1,016.90			
106542	07/07/2015	PRINTED	001401 WARREN J. YEAGER	400.00			
106543	07/07/2015	PRINTED	003365 CARMEN L. MCLEMORE	400.00			
106544	07/07/2015	PRINTED	003433 SHIRLEY JENKINS	119,875.75			
106545	07/07/2015	PRINTED	004249 STATE OF FLORIDA	3,700.39			
106546	07/07/2015	PRINTED	004659 REBECCA L. NORRIS	117,095.00			
106547	07/07/2015	PRINTED	005914 WARD MCDANIEL	400.00			
106548	07/07/2015	PRINTED	005930 NOVAK LAW GROUP, PLLC	14,946.00			
106549	07/07/2015	PRINTED	005946 GARY M. PABLO, MD	833.33			



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08/18/2015 14:00 GULF COUNTY BCC
838eb1an AP CHECK RECONCILIATION REGISTER JULY 2015

FOR: All Except State

FOR CASH ACCOUNT: 00100 10110

CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
106550	07/07/2015	PRINTED	006169 GOV CONNECTION, INC	990.00			
106551	07/07/2015	PRINTED	006243 JOHN M HANLON	60,491.43			
106552	07/07/2015	PRINTED	006245 MITCH BURKE	115,813.25			
106553	07/07/2015	PRINTED	006433 SANDY QUINN	14.95			
106554	07/07/2015	PRINTED	006476 PALMETTO FORD TRUCK SALES	71,242.00			
106555	07/09/2015	PRINTED	000151 GCEC	164.18			
106556	07/09/2015	PRINTED	000183 QUILL CORPORATION	68.15			
106557	07/09/2015	PRINTED	000186 DAVID RICHES IGA WEGA	173.22			
106558	07/09/2015	PRINTED	000189 ST JOE AUTO PARTS	2,160.36			
106559	07/09/2015	PRINTED	000190 ST JOE HARDWARE	949.00			
106560	07/09/2015	PRINTED	000190 ST JOE HARDWARE	25.98			
106561	07/09/2015	PRINTED	000194 ST JOE NATURAL GAS CO	103.77			
106562	07/09/2015	PRINTED	000203 SOUTHERN CLEANING SUPPLY	510.06			
106563	07/09/2015	PRINTED	000215 WALLACE PUMP & SUPPLY	545.18			
106564	07/09/2015	PRINTED	000222 CITY OF WEWAHITCHKA	223.22			
106565	07/09/2015	PRINTED	000336 KENDALL MURPHY	1,350.00			
106566	07/09/2015	PRINTED	000385 FLA. DEPT. ENVIRONMENTAL PR	70.00			
106567	07/09/2015	PRINTED	000638 LIGHTHOUSE UTILITIES	231.63			
106568	07/09/2015	PRINTED	000685 LINDL'S ELECTRIC MOTOR SE	269.75			
106569	07/09/2015	PRINTED	000906 COMFORTER FUNERAL HOME	260.00			
106570	07/09/2015	PRINTED	001002 FISHERS BUILDING SUPPLY	65.89			
106571	07/09/2015	PRINTED	001162 TEK DISTRIBUTORS, INC.	378.80			
106572	07/09/2015	PRINTED	001429 LEROY HILL COFFEE COMPANY	130.18			
106573	07/09/2015	VOID	001643 BAYSIDE LUMBER & BUILDING	.00			
106574	07/09/2015	PRINTED	001731 HAROLDS AUTO PARTS	1,573.12			
106575	07/09/2015	PRINTED	001731 HAROLDS AUTO PARTS	216.48			
106576	07/09/2015	PRINTED	001731 HAROLDS AUTO PARTS	181.78			
106577	07/09/2015	PRINTED	002258 MARIANNA AUTO PARTS	126.05			
106578	07/09/2015	PRINTED	003328 PEAK'S UNLIMITED	378.00			
106579	07/09/2015	PRINTED	003484 OFFICE DEPOT, INC	606.29			
106580	07/09/2015	PRINTED	003764 COASTAL DESIGN & LANDSCAP	90.00			
106581	07/09/2015	PRINTED	004058 PURCHASE POWER	3,307.69			
106582	07/09/2015	PRINTED	004151 DUVAL FORD	29,100.00			
106583	07/09/2015	PRINTED	004160 UNIFIRST CORPORATION	133.50			
106584	07/09/2015	PRINTED	004160 UNIFIRST CORPORATION	24.80			
106585	07/09/2015	PRINTED	004249 STATE OF FLORIDA	1,920.31			
106586	07/09/2015	VOID	004487 *** NOT FOUND	57.99			
106587	07/09/2015	PRINTED	004495 BOUND TREE MEDICAL, LLC	1,765.56			
106588	07/09/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	500.38			
106589	07/09/2015	PRINTED	004568 MEDIACOM	133.82			
106590	07/09/2015	PRINTED	004599 SUWANNEE RIVER SUPPLY, IN	176.50			
106591	07/09/2015	PRINTED	004660 RAMSEYS' PRINTING & OFFIC	185.90			
106592	07/09/2015	PRINTED	004785 S & W HEALTHCARE CORPORAT	405.67			
106593	07/09/2015	PRINTED	005055 DIGITAL ASSURANCE CERTIFI	3,500.00			
106594	07/09/2015	PRINTED	005123 FIRST IN SERVICES, LLC	4,660.01			
106595	07/09/2015	PRINTED	005230 SHERWIN-WILLIAMS	120.14			
106596	07/09/2015	PRINTED	005261 SYSCO-GULF COAST	2,798.19			
106597	07/09/2015	PRINTED	005264 674 - FAIRPOINT COMMUNICA	1,24.35			
106598	07/09/2015	PRINTED	005264 FAIRPOINT COMMUNICATIONS	1,900.13			
106599	07/09/2015	PRINTED	005282 UPS	153.10			
106600	07/09/2015	PRINTED	005434 DERMATEC DIRECT	165.99			
106601	07/09/2015	PRINTED	005454 SUPERCIRCUITS, INC.	4,994.27			



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08/18/2015 14:00 | GULF COUNTY BCC | GULF COUNTY BCC
838ebian | AP CHECK RECONCILIATION REGISTER JULY 2015

FOR CASH ACCOUNT: 00100 10110

FOR: All Except State

CHECK #	CHECK DATE	CHECK TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
105602	07/09/2015	PRINTED	005640 ST. JOE ELECTRIC SUPPLY	220.00			
105603	07/09/2015	PRINTED	005684 VERIZON WIRELESS	798.46			
105604	07/09/2015	PRINTED	005897 COBRA ADMINISTRATIVE SOLU	77.40			
105605	07/09/2015	PRINTED	005930 NOVAK LAW GROUP, PLLC	15,000.00			
105606	07/09/2015	PRINTED	005936 XEROX CORPORATION	84.70			
105607	07/09/2015	PRINTED	005936 XEROX CORPORATION	123.66			
105608	07/09/2015	PRINTED	005940 ROBERSON & ASSOCIATES, P.	15,400.00			
105609	07/09/2015	PRINTED	006009 ROK TECHNOLOGIES, INC	400.00			
105610	07/09/2015	PRINTED	006100 BRETT C LOWRY	90.00			
105611	07/09/2015	PRINTED	006152 JENNIFER M. JENKINS	285.43			
105612	07/09/2015	PRINTED	006170 CLEAR CHANNEL AIRPORTS	110.00			
105613	07/09/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	11.70			
105614	07/09/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	1,311.85			
105615	07/09/2015	PRINTED	006379 IZEA, INC	10,000.00			
105616	07/09/2015	PRINTED	006386 GOOGLE INC.	4,911.25			
105617	07/09/2015	PRINTED	006496 GNP SERVICES, CPA,PA	1,500.00			
105618	07/09/2015	PRINTED	006497 MODULAR DOCUMENT SOLUTION	228.98			
105619	07/09/2015	PRINTED	000151 GULF COAST ELECTRIC	187.98			
105620	07/09/2015	PRINTED	000151 GCEC	3,253.74			
105621	07/09/2015	PRINTED	000194 ST JOE NATURAL GAS CO	1,318.80			
105622	07/09/2015	PRINTED	005936 XEROX CORPORATION	182.17			
105623	07/09/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	35.94			
105624	07/09/2015	PRINTED	005993 KONICA MINOLTA BUSINESS S	50.59			
105625	07/13/2015	PRINTED	001643 BAYSIDE LUMBER & BUILDING	1,014.86			
105626	07/13/2015	PRINTED	000931 PREBLE-RISH, INC.	4,037.50			
105627	07/13/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	19,196.98			
105628	07/13/2015	PRINTED	006499 REGIONS BANK CORPORATE TR	3,000.00			
105629	07/13/2015	PRINTED	004160 UNIFIRST CORPORATION	107.56			
105630	07/13/2015	PRINTED	004360 FLORIDA COMBINED LIFE	6,816.92			
105631	07/13/2015	PRINTED	004659 REBECCA L. NORRIS	4,594.85			
105632	07/13/2015	PRINTED	005082 COMPBENEFITS	1,378.05			
105633	07/13/2015	PRINTED	006093 LEGALSHIELD	15.95			
105634	07/16/2015	PRINTED	000421 INT. UNION OF OPER. ENG.	150.00			
105635	07/16/2015	PRINTED	004160 UNIFIRST CORPORATION	300.86			
105636	07/16/2015	PRINTED	004290 UNITED WAY OF NORTHWEST F	56.00			
105637	07/15/2015	PRINTED	003433 SHIRLEY JENKINS	126.05			
105638	07/15/2015	PRINTED	006161 HALIFAX MEDIA GROUP	2,835.41			
105639	07/16/2015	PRINTED	000186 DAVID RICHES IGA WEWA	231.20			
105640	07/16/2015	PRINTED	000495 THOMPSON TRACTOR CO.	825.78			
105641	07/16/2015	PRINTED	000894 ST JOE RENT ALL INC.	1,223.61			
105642	07/16/2015	PRINTED	001318 MIZE PLUMBING, GLASS AND	76			
105643	07/16/2015	PRINTED	001648 HEM INC	46.89			
105644	07/16/2015	PRINTED	001648 HARRIS BUSINESS MACHINES	91.88			
105645	07/16/2015	PRINTED	001731 HAROLDS AUTO PARTS	700.91			
105646	07/16/2015	PRINTED	001731 HAROLDS AUTO PARTS	1,118.93			
105647	07/16/2015	PRINTED	002258 MARIANNA AUTO PARTS	224.47			
105648	07/16/2015	PRINTED	JSL OF PSJ	1,498.32			
105649	07/16/2015	PRINTED	002522 COMBINED INSURANCE SERVIC	1,600.00			
105650	07/16/2015	PRINTED	004065 J.V. GANDER, DISTRIBUTORS	2,094.87			
105651	07/16/2015	PRINTED	004553 MEDIACOM-SOUTHEAST LLC	69.95			
105652	07/16/2015	PRINTED	004659 REBECCA L. NORRIS	2.42			
105653	07/16/2015	PRINTED	004744 DASH MEDICAL GLOVES	187.60			



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GULF COUNTY BCC
AP CHECK RECONCILIATION REGISTER JULY 2015

FOR CASH ACCOUNT: 00100 10110

FOR: All Except State

CLEARED BATCH CLEAR DATE

UNCLEARED

CHECK #	CHECK DATE	CHECK TYPE	VENDOR NAME	UNCLEARED
106654	07/16/2015	PRINTED	005597 VINCENT IVERS, M.D.	1,350.00
106655	07/16/2015	PRINTED	005652 FLORIDA FORGOTTEN COAST	5,000.00
106656	07/16/2015	PRINTED	005809 DOLLAR GENERAL CHARGE SAL	171.67
106657	07/16/2015	PRINTED	006178 GORDON TRACTOR, INC	518.95
106658	07/16/2015	PRINTED	006434 MARIAM MEDIA NETWORK, LLC	4,550.00
106659	07/16/2015	PRINTED	006457 BRANDAN BABINEAUX	1,250.00
106660	07/16/2015	PRINTED	006469 GREGORY WALSHINGHAM	250.00
106661	07/16/2015	PRINTED	006487 KRISTIANNE KOCH RIDDLE	3,750.00
106662	07/17/2015	PRINTED	003433 SHIRLEY JENKINS	132.67
106663	07/20/2015	PRINTED	000949 SAM'S CLUB DIRECT	247.88
106664	07/20/2015	PRINTED	002029 DUREN'S PIGGLY WIGGLY	8.58
106665	07/20/2015	PRINTED	005684 VERIZON WIRELESS	2,056.89
106666	07/20/2015	PRINTED	006498 AMC TALENT	1,000.00
106667	07/21/2015	PRINTED	000222 CITY OF WEWAHITCHKA	40.91
106668	07/21/2015	PRINTED	001604 MARSHALL NELSON	56.42
106669	07/21/2015	PRINTED	005684 VERIZON WIRELESS SERVICES	10.08
106670	07/23/2015	PRINTED	000101 ACTION FIRE & SAFETY	122.00
106671	07/23/2015	PRINTED	000128 ROY LEE CARTER	200.00
106672	07/23/2015	PRINTED	000151 GCEC	2,058.78
106673	07/23/2015	PRINTED	000153 GULF ARC, INC	7,141.63
106674	07/23/2015	PRINTED	000158 GULF COUNTY SHERIFFS	1,290.40
106675	07/23/2015	PRINTED	000181 CITY OF PORT ST JOE	4,850.44
106676	07/23/2015	PRINTED	000186 DAVID RICHES IGA WEWA	53.63
106677	07/23/2015	PRINTED	000186 DAVID RICHES IGA WEWA	420.96
106678	07/23/2015	PRINTED	000189 ST JOE AUTO PARTS	2,647.22
106679	07/23/2015	PRINTED	000189 ST JOE AUTO PARTS	7.98
106680	07/23/2015	PRINTED	000189 ST JOE AUTO PARTS	249.86
106681	07/23/2015	PRINTED	000190 ST JOE HARDWARE	964.71
106682	07/23/2015	PRINTED	000190 ST JOE HARDWARE	237.54
106683	07/23/2015	PRINTED	000190 ST JOE HARDWARE	1.49
106684	07/23/2015	PRINTED	000190 ST JOE HARDWARE	23.99
106685	07/23/2015	PRINTED	000194 ST JOE NATURAL GAS CO	50.05
106686	07/23/2015	PRINTED	000203 SOUTHERN CLEANING SUPPLY	529.48
106687	07/23/2015	PRINTED	000214 U.S. POST OFFICE WEWA	144.00
106688	07/23/2015	PRINTED	000215 WALLACE PUMP & SUPPLY	66.63
106689	07/23/2015	PRINTED	000222 CITY OF WEWAHITCHKA	3,142.39
106690	07/23/2015	PRINTED	000244 HOLLEY INC.	877.81
106691	07/23/2015	PRINTED	000495 THOMPSON TRACTOR CO.	259.29
106692	07/23/2015	PRINTED	000638 LIGHTHOUSE UTILITIES	2,946.00
106693	07/23/2015	PRINTED	000666 BAY COUNTY BOARD COUNTY	3,878.49
106694	07/23/2015	PRINTED	000726 LIFE MANAGEMENT CENTER	194.00
106695	07/23/2015	PRINTED	000747 PITNEY BOWES GLOBAL FINAN	1,539.50
106696	07/23/2015	PRINTED	000839 GULF CO. TRANSPORTATION	260.00
106697	07/23/2015	PRINTED	000906 COMFORTER FUNERAL HOME	54,602.35
106698	07/23/2015	PRINTED	000931 PREBLE-RISH, INC.	73.64
106699	07/23/2015	PRINTED	001002 FISHERS BUILDING SUPPLY	248.00
106700	07/23/2015	PRINTED	001061 NORTH FLORIDA MEDICAL CEN	185.17
106701	07/23/2015	PRINTED	001106 LEAF	890.88
106702	07/23/2015	PRINTED	001132 PRECISION COMMUNICATIONS	27.00
106703	07/23/2015	PRINTED	001141 CULLIGAN	28.50
106704	07/23/2015	PRINTED	001141 CULLIGAN	101.75
106705	07/23/2015	PRINTED	001141 CULLIGAN	



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FOR: All Except Stale
Cleared Batch Clear Date

GULF COUNTY BCC
AP CHECK RECONCILIATION REGISTER JULY 2015

08/19/2015 14:00
838eblian
FOR CASH ACCOUNT: 00100 10110

CHECK #	CHECK DATE	CHECK TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
106706	07/23/2015	PRINTED	001141 CULLIGAN	10.00			
106707	07/23/2015	PRINTED	001141 CULLIGAN	7.95			
106708	07/23/2015	PRINTED	001141 CULLIGAN	208.45			
106709	07/23/2015	PRINTED	001141 CULLIGAN	16.50			
106710	07/23/2015	PRINTED	001141 CULLIGAN	57.20			
106711	07/23/2015	PRINTED	001162 TEK DISTRIBUTORS, INC.	2,023.07			
106712	07/23/2015	PRINTED	001318 MIZE PLUMBING, GLASS AND	167.60			
106713	07/23/2015	PRINTED	001377 FIRST COMMUNICATIONS	345.00			
106714	07/23/2015	PRINTED	001400 MICHAEL L. HAMMOND	27.89			
106715	07/23/2015	PRINTED	001429 LEROY HILL COFFEE COMPANY	133.75			
106716	07/23/2015	PRINTED	001511 FLA. DEPT. ENVIRONMENTAL PR	1,250.00			
106717	07/23/2015	PRINTED	001511 DEPT. OF ENVIRONMENTAL PR	125.00			
106718	07/23/2015	PRINTED	001609 W. S. DARLEY & CO.	850.36			
106719	07/23/2015	PRINTED	001643 BAYSIDE LUMBER & BUILDING	794.88			
106720	07/23/2015	PRINTED	001648 HARRIS BUSINESS MACHINES	219.15			
106721	07/23/2015	PRINTED	001731 HAROLDS AUTO PARTS	1,301.69			
106722	07/23/2015	PRINTED	001731 HAROLDS AUTO PARTS	254.76			
106723	07/23/2015	PRINTED	001731 HAROLDS AUTO PARTS	52.95			
106724	07/23/2015	PRINTED	001731 HAROLDS AUTO PARTS	22.60			
106725	07/23/2015	PRINTED	002029 DUREN'S PIGGLY WIGGLY	316.01			
106726	07/23/2015	PRINTED	002258 MARIANNA AUTO PARTS	154.24			
106727	07/23/2015	PRINTED	002619 ST. JOSEPH BAY HUMANE SOC	4,968.00			
106728	07/23/2015	PRINTED	002846 NAFECO	202.43			
106729	07/23/2015	PRINTED	002895 ESRI	400.00			
106730	07/23/2015	PRINTED	003017 BO KNOWS PEST CONTROL	160.00			
106731	07/23/2015	PRINTED	003348 OPPORTUNITY FLORIDA	100.00			
106732	07/23/2015	PRINTED	003484 OFFICE DEPOT, INC	1,133.73			
106733	07/23/2015	PRINTED	003490 QUEST DIAGNOSTICS	295.86			
106734	07/23/2015	PRINTED	003504 5 STAR COLLISION CENTRE,	6,125.40			
106735	07/23/2015	PRINTED	003513 SHERIFF'S DEPARTMENT	198,198.65			
106736	07/23/2015	PRINTED	003532 CAPITAL TRUCK, INC.	138.99			
106737	07/23/2015	PRINTED	003558 BEARD EQUIPMENT CO.	381.04			
106738	07/23/2015	PRINTED	003764 COASTAL DESIGN & LANDSCAP	90.00			
106739	07/23/2015	PRINTED	003992 ADVANCE AUTO PARTS	148.36			
106740	07/23/2015	PRINTED	003992 ADVANCE AUTO PARTS	58.98			
106741	07/23/2015	PRINTED	004058 PURCHASE POWER	78.00			
106742	07/23/2015	PRINTED	004160 UNIFIRST CORPORATION	66.75			
106743	07/23/2015	PRINTED	004160 UNIFIRST CORPORATION	12.40			
106744	07/23/2015	PRINTED	004160 UNIFIRST CORPORATION	79.15			
106745	07/23/2015	PRINTED	004249 STATE OF FLORIDA	5,069.08			
106746	07/23/2015	PRINTED	004351 IMAGE MASTER	950.00			
106747	07/23/2015	PRINTED	004362 FLORIDA FIRE CHIEFS ASSOC	285.00			
106748	07/23/2015	PRINTED	004495 BOUND TREE MEDICAL, LLC	1,545.67			
106749	07/23/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	1,170.67			
106750	07/23/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	51.69			
106751	07/23/2015	PRINTED	004568 MEDIACOM	155.35			
106752	07/23/2015	PRINTED	004568 MEDIACOM-SOUTHEAST LLC	109.95			
106753	07/23/2015	PRINTED	004598 LEGAL SERVICES NORTH FLOR	1,469.67			
106754	07/23/2015	PRINTED	004599 SUWANNEE RIVER SUPPLY, IN	267.46			
106755	07/23/2015	PRINTED	004649 INFO STATION	325.00			
106756	07/23/2015	PRINTED	004659 REBECCA L. NORRIS	555.06			



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GULF COUNTY BCC
AP CHECK RECONCILIATION REGISTER JULY 2015

FOR: All Except State

FOR CASH ACCOUNT: 00100 10110

CHECK # CHECK DATE TYPE VENDOR NAME CLEARED BATCH CLEAR DATE UNCLEARED

CHECK #	CHECK DATE	TYPE	VENDOR NAME	CLEARED	BATCH	CLEAR DATE	UNCLEARED
106758	07/23/2015	PRINTED	004660 RAMSEYS' PRINTING & OFFIC				722.92
106759	07/23/2015	PRINTED	004826 MRD ASSOCIATES, INC.				76,120.22
106760	07/23/2015	PRINTED	004964 NEECE TIRE & AUTO SERVICE				5,061.14
106761	07/23/2015	PRINTED	004981 BAY MEDICAL CENTER				35.00
106762	07/23/2015	PRINTED	005097 RUMBERGER, KIRK & CALDWEL				120.00
106763	07/23/2015	VOID	005224 *** NOT FOUND				6,052.50
106764	07/23/2015	PRINTED	005230 SHERWIN-WILLIAMS				7,148.59
106765	07/23/2015	PRINTED	005261 SYSCO-GULF COAST				7,676.81
106766	07/23/2015	PRINTED	005264 674 - FAIRPOINT COMMUNICA				10,376.85
106767	07/23/2015	PRINTED	005317 AUTO-CHLOR SERVICES, LLC				578.75
106768	07/23/2015	PRINTED	005382 GULF COAST CHILDREN'S ADV				175.00
106769	07/23/2015	PRINTED	005429 GULF STATE CHEMICAL & WE				439.60
106770	07/23/2015	PRINTED	005472 FLAGS USA				162.00
106771	07/23/2015	PRINTED	005594 EMERGENCY MEDICAL PRODUCT				1,790.00
106772	07/23/2015	PRINTED	005614 RELIABLE COPY PRODUCTS				90.44
106773	07/23/2015	VOID	005640 ST. JOE ELECTRIC SUPPLY				.00
106774	07/23/2015	PRINTED	005684 VERIZON WIRELESS				50.33
106775	07/23/2015	PRINTED	005684 VERIZON WIRELESS				41.41
106776	07/23/2015	PRINTED	005780 PANAMA ALTERNATOR & START				110.00
106777	07/23/2015	PRINTED	005809 DOLLAR GENERAL CHARGE SAL				58.45
106778	07/23/2015	PRINTED	005892 DIXSON & SONS TAXI SERVIC				115.00
106779	07/23/2015	PRINTED	005930 NOVAK LAW GROUP, PLLC				14,946.00
106780	07/23/2015	PRINTED	005931 BREATHING AIR SYSTEMS				39.40
106781	07/23/2015	PRINTED	005936 XEROX CORPORATION				122.99
106782	07/23/2015	PRINTED	005936 XEROX CORPORATION				138.51
106783	07/23/2015	PRINTED	005936 XEROX CORPORATION				234.64
106784	07/23/2015	PRINTED	005946 GARY M. PABLO, MD				833.33
106785	07/23/2015	PRINTED	005982 MEXICO BEACH MARINA				47.92
106786	07/23/2015	PRINTED	005993 KONICA MINOLTA BUSINESS S				426.08
106787	07/23/2015	PRINTED	006178 GORDON TRACTOR, INC				76.08
106788	07/23/2015	PRINTED	006198 SARAH PETER				25,000.00
106789	07/23/2015	PRINTED	006206 CURTIS J. BEARD				495.00
106790	07/23/2015	PRINTED	006223 CANON SOLUTIONS AMERICA,				156.86
106791	07/23/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.				17,938.03
106792	07/23/2015	PRINTED	006311 OUTPOST DESIGN				1,200.00
106793	07/23/2015	VOID	006330 INDEPENDENT HEALTH SERVIC				.00
106794	07/23/2015	PRINTED	006330 INDEPENDENT HEALTH SERVIC				1,046.79
106795	07/23/2015	PRINTED	006341 WEWA OUTDOORS & PAWN LLC				68.84
106796	07/23/2015	PRINTED	006373 BILL CRAMER CHEVROLET				370.00
106797	07/23/2015	PRINTED	006380 ADT SECURITY SERVICES				131.01
106798	07/23/2015	PRINTED	006417 CLARKE EQUIPMENT/DOOSAN I				154,858.25
106799	07/23/2015	PRINTED	006424 COASTAL RADIOLOGY ASSOC.				373.00
106800	07/23/2015	PRINTED	006450 LOIS CHRISTINE MCELROY				199.83
106801	07/23/2015	PRINTED	006466 EVERGREEN SOLUTIONS, INC				5,500.00
106802	07/23/2015	PRINTED	006500 SYLVESTER, ROGER S				32.50
106803	07/23/2015	PRINTED	006501 SIGNWORKS OF PC				1,442.50
106804	07/23/2015	PRINTED	006502 TOTAL RENAL CARE, INC				10,826.80
106805	07/23/2015	PRINTED	006503 STANDARD & POOR'S				19,830.00
106806	07/23/2015	PRINTED	006504 EDMAR CONSULTANTS REG'D C				734.00
106807	07/23/2015	PRINTED	006505 NAYLOR, WILLIAM H				22.50
106808	07/23/2015	PRINTED	006506 PANHANDLE AUTOMATIVE INC.				155.98
106809	07/23/2015	PRINTED	006507 WARREN HOLLOW METAL DOORS				311.23



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08/18/2015 14:00 | GULF COUNTY BCC | GULF COUNTY BCC REGISTER JULY 2015
838ebian | AP CHECK RECONCILIATION REGISTER JULY 2015

FOR CASH ACCOUNT: 00100 10110 VENDOR NAME

FOR: All Except State

CHECK # CHECK DATE TYPE

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
106810	07/23/2015	PRINTED	006508 PANHANDLE SIGNAL, INC.	540.00			
106811	07/23/2015	PRINTED	005640 ST. JOE ELECTRIC SUPPLY	501.05			
106812	07/27/2015	PRINTED	006330 INDEPENDENT HEALTH SERVIC	388.69			
106813	07/27/2015	PRINTED	000194 ST JOE NATURAL GAS CO	136.46			
106814	07/27/2015	PRINTED	001132 PRECISION COMMUNICATIONS	190.00			
106815	07/27/2015	PRINTED	001401 WARREN J. YEAGER	309.60			
106816	07/27/2015	PRINTED	003017 BO KNOWS PEST CONTROL	150.00			
106817	07/27/2015	PRINTED	003365 CARMEN L. MCLEMORE	400.00			
106818	07/27/2015	PRINTED	004440 DENISE MANUEL	805.81			
106819	07/27/2015	PRINTED	004736 MARK COTHAN	9.20			
106820	07/27/2015	PRINTED	005264 674 - FAIRPOINT COMMUNICA	215.75			
106821	07/27/2015	VOID	005914 WARD MCDANIEL	.00			
106822	07/27/2015	PRINTED	006215 MICHELLE CHILDS	86.37			
106823	07/27/2015	PRINTED	006285 PAUL, WILLIAM J	126.40			
106824	07/27/2015	PRINTED	006433 SANDY QUINN	14.95			
106825	07/27/2015	PRINTED	006510 MEDICAL CENTER, LLC	300.00			
106826	07/27/2015	PRINTED	006511 HOLLEY, CHRISTOPHER	487.05			
106827	07/28/2015	PRINTED	000151 GULF COAST ELECTRIC	172.71			
106828	07/28/2015	PRINTED	000194 ST JOE NATURAL GAS CO	21.17			
106829	07/28/2015	PRINTED	001612 DEPT BUSINESS PROF. REGULA	312.79			
106830	07/28/2015	PRINTED	005914 WARD MCDANIEL	400.00			
106831	07/30/2015	PRINTED	000421 INT. UNION OF OPER. ENG.	150.00			
106832	07/30/2015	PRINTED	004290 UNITED WAY OF NORTHWEST F	43.50			
106833	07/30/2015	PRINTED	004659 REBECCA L. NORRIS	7.07			
336 CHECKS CASH ACCOUNT TOTAL				2,063,630.45			
					.00		



08/18/2015 14:00
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GULF COUNTY BCC
AP CHECK RECONCILIATION REGISTER JULY 2015

P 8
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	UNCLEARED	CLEARED
336 CHECKS		
FINAL TOTAL	2,063,630.45	.00

** END OF REPORT - Generated by Elaine Bland **

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 9:00 P.M., E.T.

Memorandum

To: Gulf County Board of County Commissioners
From: Jeremy T.M. Novak, County Attorney
CC: County Administrator, Don Butler
Date: 08/18/2015
Re: Gulf County Right of Entry Renewal Agreement with Eglin AFB

Seeking permission and authority for Chairman McDaniel to execute and return to Barbara Brandt, Real Property Officer for Eglin Air Force Base following completion and final amendments subject to attorney review for the final Right of Entry Renewal Agreement for use of property located on Eglin Air Force, Cape San Blas, Florida.

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:06

CONSENT
DATE 8/25/15 **KS**



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 96TH TEST WING (AFMC)
 EGLIN AIR FORCE BASE FLORIDA

27 July 2015

Barbara J. Brandt
 96 Civil Engineer Group
 Real Estate Management Office
 501 DeLeon Street, Suite 100
 Eglin AFB FL 32542-5133

Gulf County Board of County Commissioners
 Attn: Ward McDaniel
 1000 Cecil G. Costin, Sr. Blvd., Room 301
 Port St. Joe, FL 32456

Dear Mr. McDaniel

Enclosed please find Right of Entry for your review and signature. Please sign this agreement on Page 8 on **all three copies**.

Please return the entire package to the address above. Once signed by the commander, a final copy will be mailed to you.

If you have any questions or need additional information, please contact David Branscome at (850) 882-1350 or email david.branscome.1@us.af.mil.

Sincerely

BARBARA J. BRANDT, GS-12, DAF
 Real Property Officer

1 Attachment:
 Right of Entry

Gulf County Mosquito Control
1001 Tenth Street
Port St Joe, FL 32456
(850) 227-1401 Office (850) 229-9521 Fax

MEMO

Date: August 17, 2015
To: Board of County Commissioners
From: Mark Cothran, Director GCMC *MC*
Re: FY 2015-16 Contract with FLDACS

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:11

-
- 1- Request the board's permission for the Chairman to sign the FY 2015-16 Mosquito Control Contract with FLDACS contingent on the county attorney's review.

GULF COUNTY
2015 AUG 17 PM 3:25
BOARD OF COUNTY
COMMISSIONERS

CONSENT
DATE 8/25/15 29 KS

BOARD OF COUNTY COMMISSIONERS GULF COUNTY, FLORIDA

1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6106/639-6700
FAX (850) 229-9252 • EMAIL: boccc@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAYS AT 9:00 A.M., E.T.

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:07

Memorandum

To: Gulf County Board of County Commissioners
8/25/15 GCBOCC Informational Packet
From: Chairman McDaniel, Gulf County Board of Commissioners
CC: Administrator Don Butler
Date: 8/18/15
Re: Nomination for Appointment to Tourism Development Council

In accordance with the Florida Statute 125.0104, Gulf County Tourist Development Council Ordinance 2012-03 and Gulf County Board Rules of Procedure and Policy please accept the following nominations for appointment to the Gulf County Tourist Development Council for a four year term:

- Seat 5: David Warriner – Owner/Operator
- Seat 6: Alyson Gerlach, Owner Operator
- Seat 8: Patty Fisher – Tourism related industry
- Seat 11: Tony Whitfield – Tourism related industry -

Appointments to become effective October 1, 2015.

Adopted in open session this _____ day of _____, 2015.

Chairman of the Gulf County Board of County Commissioners Date _____

Attest to Chairman's signature: Deputy Clerk of Court Date _____

8/30/15 HS

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)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: dbutler@gulfcountry-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T.

MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: LYNN LANIER *LL*
RE: BID NO: 1415-25
DATE: AUGUST 17, 2015

15 AUG 19 PM 2:07

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

Recommendation is to award the bid noted above, for the purchase of TURTLE FRIENDLY LED LIGHTS, to the following bidder: LED Lighting Wholesale, the lowest responsive bidder.

Thank you.

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

District 5

CONSENT
DATE 8/25/15 KS

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

32

CHIEF ADMINISTRATOR'S OFFICE

Donald Butler, Chief Administrator

1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: dbutler@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T.

MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: DON BUTLER, COUNTY ADMINISTRATOR
SUBJECT: SAUL'S CREEK DOCK & PARKING IMPROVEMENTS (BID #1415-27)
DATE: AUGUST 18, 2015

Recommendation to the Board is to award Bid #1415-27 (Saul's Creek Dock & Parking Improvements) to the lowest bidder Roberts & Roberts.

Thanks

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 3:38

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

District 5

CONSENT **32**
DATE: 8/23/15 **H**



PREBLE-RISH INC

August 19, 2015

Mr. Don Butler
County Administrator
1000 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

**RE: Saul's Creek Dock & Parking Improvements
Preble-Rish Project No. 003.235**

Dear Mr. Butler:

Preble-Rish, Inc. (PRI) has reviewed the bids received on the above mentioned project. Of the nine bids received, Roberts and Roberts is the lowest, responsive base bidder.

Should you have any questions or need additional information, please contact me at 850.227.7200 or by email at smallwoodc@preble-rish.com.

Sincerely,

PREBLE-RISH, INC.

Clay Smallwood, P.E.
Project Manager

cc: Ms. Kari Summers, Gulf County (via email ksummers@gulfcounty-fl.gov)
Ms. Michelle Childs, Gulf County (via email mchilds@gulfcountyvdc.com)

15 AUG 19 PM 2:06

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GULF COUNTY, FLORIDA

K:\003 235 Saul's Creek Boat Ramp\Correspondence\081915 D Butler.doc

324 MARINA DRIVE, PORT ST. JOE, FL 32456 P (850) 227-7200 F (850) 227-7215

PANAMA CITY • SANTA ROSA BEACH • BLOUNTSTOWN
FT. WALTON BEACH • FREEPORT • MONTICELLO • QUINCY • CRAWFORDVILLE • TALLAHASSEE
LAKE CITY • MARIANNA • PENSACOLA • DAPHNE, AL • PÉTION-VILLE, HAITI

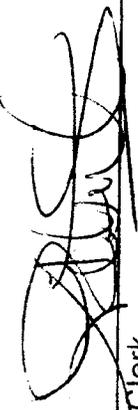
CONSENT **33**
DATE 8/25/15 KE

BID TABULATION SHEET

BID #1415-27

PROJECT: SAUL'S CREEK DOCK & PARKING IMPROVEMENTS

COMPANY NAME	BASE BID	ALTERNATE #1	ALTERNATE #2
Gulf Coast Utility Contractors	\$191,500.00		
Hall Contracting & Construction, Inc.	\$139,137.00		
C-miles Construction, Inc.	\$163,451.50		
North Florida Construction, Inc.	\$146,030.00		
Winterfell Construction, Inc.	\$1169,195.00		
Palmetto Plantation, LLC	\$146,630.00		
Roberts 7 Roberts, Inc.	\$133,666.70		
GAC Contractors, Inc.	\$230,045.28		
Cathey Construction & Development, LLC	\$153,590.00		


Clerk

8/17/15
Date


BCC Representative

8/17/15
Date

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

William J. (Joe) Paul, SHIP Administrator
1000 CECIL G. COSTIN SR. BLVD., ROOM 303 , PORT ST. JOE, FLORIDA 32456
PHONE (850) 229-6125 • FAX (850) 229-7180 • EMAIL: jpaul@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • SECOND AND FOURTH TUESDAY AT 9:00 A.M., E.T

17 August, 2015

To: Board of County Commissioners

RE; Mrs. M. Olivia Daniels, 137 Robbins Ave, Port St Joe, FL Bid 1415-29

Based on the low bid being received from Raymond Driesbach LLC for this project bid number 1415-29, I am requesting permission to award and execute the contract to Raymond Driesbach LLC for \$26,837.00.

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY FLORIDA
15 AUG 19 PM 3:38

Sincerely,

William J. Paul

William J. Paul, SHIP Administrator

CARMEN L. McLEMORE

District 1

WARD MCDANIEL

District 2

JOANNA BRYAN

District 3

SANDY QUINN

District 4

District 5

CONSENT
DATE: 8/25/15 HS

CONTRACT CHANGE ORDER

ORDER NO. 5	36
DATE	08/17/15
STATE	FLORIDA
COUNTY	GULF

CONTRACT FOR TDC WEBSITE

OWNER GULF COUNTY BOARD OF COUNTY COMMISSIONERS

To OUTPOST DESIGN Bid #1213-19 (Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
2015-16 Hosting Services		\$ 60,000.00
Updates for Winter Fun Webpage		1,500.00
TOTAL		
NET CHANGE IN CONTRACT PRICE	\$.00	\$ 61,500.00

JUSTIFICATION:

Hosting Services for the Gulf County TDC website, and updates for the Winter Fun webpage.

The amount of the Contract will be (Increased/Decreased) by the Sum of \$ 61,500.00.

The Contract Total including this and previous Change Orders will be: not to exceed sixty-one thousand five hundred and 00/100 Dollars (\$ 61,500.00) for website design, implementation and hosting.

The Contract Period provided for Completion will be changed to 09/30/16, with ongoing hosting costs monthly.

This Document will become a supplement to the contract and all provisions will apply hereto.

Requested _____
 Ward McDaniel, Chairman (Owner- County) _____ (Date)

Accepted _____
 Outpost Design, Project Manager (Contractor) _____ (Date)

15 AUG 19 PM 2:09
 FILED FOR RECORD
 REBECCA L MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY FLORIDA

CONSENT
 DATE 8/15/15 **36**

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

William J. (Joe) Paul, SHIP Administrator
1000 CECIL G. COSTIN SR. BLVD., ROOM 303, PORT ST. JOE, FLORIDA 32456
PHONE (850) 229-6125 • FAX (850) 229-7180 • EMAIL: jpaul@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • SECOND AND FOURTH TUESDAY AT 9:00 A.M., E.T

17 August, 2015

To: Board of County Commissioners

RE; Mrs. M. Olivia Daniels, 137 Robbins Ave, Port St Joe, FL

Based on the low bid being received from Raymond Driesbach LLC for this project and the bid being lower than anticipated, I am requesting approval of a change order to add central heat and air-conditioning as well as R-38 ceiling insulation to this project. Total cost of change order will be \$8,900.00. Making the total contract for this SHIP project \$35,737.00.

The total figure stated above does not exceed the maximum per award of \$40,000.00.

Requesting approval and authority to execute a contract based on the total referenced above,

Sincerely,

William J. Paul

William J. Paul, SHIP Administrator

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:09

CARMEN L. McLEMORE
District 1

WARD MCDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

District 5

CONSENT
DATE: 8/25/15 **37** *KS*

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Gulf County Board of County Commissioners
for and on behalf of
the Gulf County Public Libraries**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Gulf County Board of County Commissioners for and on behalf of the Gulf County Public Libraries, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2015-2016 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work** as identified in Section 257.17 *Florida Statutes*:

Manage or coordinate free library service to the residents of its legal service area. The Grantee shall:

1. Have a single administrative head employed full time by the library's governing body;
2. Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
3. Provide access to materials, information and services for all residents of the area served; and
4. Have at least one library, branch library or member library open 40 hours or more each week.

15 AUG 10 PM 4:52

- b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payment to be awarded.

Payment 1, Deliverable/Task 1:

- The first payment will be a fixed price in the amount of 100% of the grant award. The Grantee will have at least one library, branch library or member library open 40 hours or more each week.

2. **Length of Agreement.** This Agreement shall begin the date the agreement is signed by both the Grantee's Governing Body and the Division and continue until all grant funds have been expended, unless terminated in accordance with the provisions of Section 29 of this Agreement.
3. **Expenditure of Grant Funds.** The Grantee cannot obligate or expend any grant funds before the Agreement has been signed by all parties. No costs incurred after termination of the Agreement shall be allowed unless specifically authorized by the Division.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Marian Deeney, Library Program Administrator
 Florida Department of State
 R.A. Gray Building
 Mail Station # 9D
 500 South Bronough Street
 Tallahassee, Florida 32399
 Phone: (850) 245-6620
 Facsimile: (850) 245-6643
 Email: marian.deeney@dos.myflorida.com

For the Grantee:

Robin Shader, Library Director
 Northwest Regional Library System
 898 W. 11th Street
 Panama City, Florida 32401
 Phone: (850) 522-2109
 Facsimile: (850) 522-2138
 Email: rshader@nwrls.com

- 5. Grant Payments.** All grant payments are requested by submitting a Grant Payment Request Form. The Grant Payment Request Form is available on the Division's website at info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms/. The total grant award shall not exceed the amount specified on the "Fiscal Year 2015-2016 State Aid to Libraries Final Grants" document (Attachment B), which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. The grant payment schedule is outlined below:
- a) The first payment will be a 100% fixed price in the amount of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
- 6. Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf. The form also includes tools and information that allow you to check on payments.
- 7. Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com/. **A copy of the Grantee's Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.**
- 8. Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

Should the library fail to provide free library service to the public or to be open for at least 40 hours per week, it will no longer be eligible to receive State Aid to Libraries grant funding, and its funding will be reduced to zero.

First payment will be withheld if Deliverables are not satisfactorily completed.

- 9. Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, web pages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

- 10. Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures, which are available online at myfloridacfo.com/aadir/reference_guide/.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

- 11. Travel Expenses.** The Subgrantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
- 12. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.
- 13. Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Library Program Administrator, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

- 14. Single Audit Act.** Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, Florida Statutes. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$500,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 257.41(3), Florida Statutes within nine months of the close of its fiscal year.
- 15. Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
- 16. Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
- 17. Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
- 18. Investment of Funds Received But Not Paid Out.** The Grantee may temporarily invest any or all grant funds received but not expended in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes*. Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than \$100 within any quarter may be held until the next quarter when the accrued interest totals more than \$100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's Final Report at the end of the Grant Period.
- 19. Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.

20. Accounting Requirements. The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:

- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
- d) The name of the account(s) must include the grant award number;
- e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
- f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

21. Availability of State Funds. The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

22. Lobbying. The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.

23. Independent Contractor Status of Grantee. The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

24. Grantee's Subcontractors. The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.

25. Liability. The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.

- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
- b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
- c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
- d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

26. Strict Compliance with Laws. The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 19, Noncompliance.

27. No Discrimination. The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.

- 28. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
- 29. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
- 30. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
- 31. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
- 32. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.

2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- 33. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 34. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 35. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
- 36. Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
- 37. Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990.
- 38. Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

39. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Federal and State of Florida Single Audit Act Requirements (Attachment A), including Exhibit 1.
- c) Fiscal Year 2015-2016 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Date of Agreement: _____

Grantee:

By: _____
Chair of Governing Body or
Chief Executive Officer

Typed name and title

Clerk or Chief Financial Officer

Typed name and title

Date

Department of State:

By: _____

Typed name and title

Witness

ATTACHMENT A

FEDERAL AND STATE OF FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 *CFR* 2 Subpart F – Audit Requirements and Section 215.97, *Florida Statutes*, monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 *CFR* 2 §200.328 and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization that has received federal funds awarded through the Department of State. Exhibit 1 to this attachment indicates whether federal resources have been awarded through the Department of State by this agreement.

2 *CFR* 2 §200.501 Audit Requirements:

(a) *Audit required.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single audit conducted in accordance with 2 *CFR* 2 §200.514 Scope of audit, except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends federal awards under only one federal program (excluding R&D) and the federal program's statutes, regulations, or the terms and conditions of the federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 *CFR* 2 §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the federal awards expended were received from the same federal agency, or the same federal agency and the same pass-through entity, and that federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when federal awards expended are less than \$750,000.* A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not federal awards. Section §200.330 Subrecipient and contractor determinations should be considered in determining whether payments constitute a federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with federal statutes, regulations, and the terms and conditions of federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with federal statutes, regulations, and the terms and conditions of federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

The Internet address listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

U.S. Government Printing Office

www.ecfr.gov

State Aid to Libraries Grant Agreement

Chapter 1B-2.011(2)(a). *Florida Administrative Code*, Effective 4-2015.

Page 12 of 17

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(1), *Florida Statutes* and has received state funds awarded by the Department of State. Exhibit 1 to this attachment indicates whether state resources have been awarded by the Department of State by this agreement.

Section 215.97, *Florida Statutes* Single Audit Requirements

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Executive Office of the Governor and the Chief Financial Officer; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. Exhibit 1 to this attachment indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1 of this attachment, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), *Florida Statutes* and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes* is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet addresses listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)
fldfs.com

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

PART III: REPORT SUBMISSION

- 1. Copies of reporting packages for audits conducted in accordance with 2 *CFR* 2 §200.512 and required by Part I of this attachment shall be submitted, when required by 2 *CFR* 2 §200.512, by or on behalf of the recipient, directly to each of the following:
 - A. The Department of State at the following address:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250
 - B. The Federal Audit Clearinghouse, electronically, at *harvester.census.gov/sac* as designated in 2 *CFR* 2 §200.512
 - C. Other federal agencies and pass-through entities, in accordance with 2 *CFR* 2 §200.513.
- 2. In the event that a copy of the reporting package for an audit required by Part I of this attachment and conducted in accordance with 2 *CFR* 2 §200.501 Audit Requirements is not required to be submitted to the Department of State for the reasons pursuant to 2 *CFR* 2 §200.501, the recipient shall submit the required written notification pursuant to 2 *CFR* 2 §200.501 (d) and a copy of the recipient’s audited schedule of expenditures of federal awards directly to the following:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity and Government Accountability Office (GAO).

3. Copies of financial reporting packages required by Part II of this attachment shall be submitted, by or on behalf of the recipient, directly to each of the following:

A. The Department of State at the following address:

Office of Inspector General
 Florida Department of State
 R. A. Gray Building, Room 114A
 500 South Bronough St.
 Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office
 Room 401, Pepper Building
 111 West Madison Street
 Tallahassee, Florida 32399-1450

4. Any reports, management letters or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 *CFR* 2 Subpart F, Audit Requirements; Section 215.97, *Florida Statutes*; and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, as applicable.
5. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 *CFR* 2 Subpart F or Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General* should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued and shall allow the Department of State or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State or its designee, Chief Financial Officer or Auditor General upon request for a period of five fiscal years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Not Applicable.

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not Applicable.

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not Applicable.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Library Grants, CSFA Number 45.030
Award Amount: Listed on Attachment B, Fiscal Year 2015-2016 State Aid to Libraries Final Grants

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

As contained in the Compliance Supplement to CSFA Number 45.030.

ATTACHMENT B

Fiscal Year 2015-2016 State Aid to Libraries Final Grants

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

Initiating Department: BOCC/Administration

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

Retired (check reason) Retirement Reason:

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

FILED FOR RECORD
 REBECCA I. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 15 AUG 19 PM 2:09

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
15-17	2639	Sanyo Video Projector	62709148
15-18	2637	15" Starboard Panel-Portable	DR1500H-00571
15-15	3563	Dell Latitude D520 Laptop	743-48643-67Q

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

Other Information :

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

Kari Summers 08/12/15
 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 _____

CONSENT
 DATE 8/25/15 KS



GULF COUNTY
E9-1-1 DEPARTMENT

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

INTEROFFICE MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: BEN GUTHRIE

DATE: AUGUST 3, 2015

SUBJECT: INVENTORY ADJUSTMENT

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:09

I am requesting that the following computer be removed from the E-911 inventory list due to the age and working condition and that it be junked. I am also requesting that the following radios be removed from the E-911 inventory as they were never in 911 possession.

95-37	Dell Opti 360 Minitower Base	Junk
95-51	Vertex Mobile Radio	Remove
95-52	Vertex Mobile Radio	Remove

CONSEY
8/25/15 58KS

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

59

Initiating Department: E9-1-1

Check type of Activity below:

Asset Acquisition
 Asset Purchase

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

Asset Donation

Donation From	Asset Description	Value

Improvement to Existing Asset

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

Asset Transfer To

Receiving Department -- Name _____

Surplus (useable condition but no longer needed by Department)

Asset Disposal

<input 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
E911	95-37	Dell Opti 360 Minitower Base	65RWJ61

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

Other Information : _____

<p style="text-align: center;">Department / Location Approval</p> <p style="text-align: center;"><i>Forms not properly signed or incomplete forms will be returned to the Department</i></p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Department Head Signature * </div> <div style="text-align: center;"> <u>08/03/15</u> Date </div> </div> <p style="font-size: small;">* As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.</p>	<p style="text-align: center;">Board of County Commissioners Consent Agenda Approval</p> <p style="text-align: center;">_____ Date</p> <p style="font-size: small; text-align: center;">Approval must be obtained <u>before</u> transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda.</p>
--	---

Office of the Clerk of Circuit Court

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

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

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

Initiating Department: Gulf County Planning

2015 AUG -3 PM 2:00

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 Building Dept.
- Surplus (useable condition but no longer needed by Department)

- Asset Disposal

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

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)

Department/Location	Asset Tag #	Description	Serial Number
<u>Building/260</u>	<u>255-2</u>	<u>Toshiba Color Copier</u>	<u>(TOSHISL6611027)</u>

Enter Information for Vehicles, Heavy Equipment, Trailers (Use Attachment if needed)

Vehicle Tag Number	Year, Make Model	Vehicle Identification No.	Odometer Miles

Other Information :

Department / Location Approval

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

Department Head Signature *

* 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.

7/30/15
Date

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 _____

DATE 8/25/15 K

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

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

Initiating Department: Gulf County Planning

2015 AUG -3 PM 2: 00

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 GIS
- Surplus (useable condition but no longer needed by Department)

- Asset Disposal

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

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)

Department/Location	Asset Tag #	Description	Serial Number
GIS/265	255-10	Nomad Handheld GPS "Touch"	ET01K18003
GIS/265	255-11	HP Design Jet Format Printer	DK351461021

Enter Information for Vehicles, Heavy Equipment, Trailers (Use Attachment if needed)

Vehicle Tag Number	Year, Make Model	Vehicle Identification No.	Odometer Miles

Other Information :

Department / Location Approval

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

[Signature]
Department Head Signature *

7/30/15
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 _____

CONSENT
8/25/15 61 KS

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

Initiating Department: Gulf County Planning

Check type of Activity below:

- Asset Acquisition
 - Asset Purchase

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

Donation From	Asset Description	Value
- Improvement to Existing Asset

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

Retired (check reason)	Retirement Reason:	<input 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
<input type="checkbox"/> Sold		
<input type="checkbox"/> Trade-in		
<input type="checkbox"/> Donate		
<input type="checkbox"/> Return to other Government		

FILED FOR RECORDS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 15 AUG - 4 AM 10: 11

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
<u>GIS/265</u>	<u>255-1</u>	<u>HP Design Jet Format Printer</u>	<u>NK588BYN6B</u>

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

Other Information :

<p style="text-align: center;">Department / Location Approval</p> <p style="font-size: small;"><i>Forms not properly signed or incomplete forms will be returned to the Department</i></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Department Head Signature *</p> <p style="font-size: x-small;">*As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.</p> </div> <div style="text-align: center;"> <p style="font-size: 2em; margin: 0;">8/4/15</p> <p>Date</p> </div> </div>	<p style="text-align: center;">Board of County Commissioners Consent Agenda Approval</p> <p style="text-align: center;">Date _____</p> <p style="font-size: x-small; text-align: center;">Approval must be obtained <u>before</u> transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda.</p>
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Office of the Clerk of Circuit Court

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

CONSENT
 DATE: 8/5/15 **62** KS

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

63

Initiating Department: Public Works

Check type of Activity below:

Asset Acquisition
 Asset Purchase

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

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 15 AUG 19 PM 2:10

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
Detention/Corrections	75-137	Scag Mower	A1200005
Detention/Corrections	75-165	Hustler Mower	8061470
Detention/Corrections	70-764	Hustler Mower	09090239

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

Other Information :

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

Lee Collinsworth 8/10/15
 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 _____

63

CONSENT
 DATE 8/25/15 KS

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

Initiating Department: Public Works

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 Extension Service
 Surplus (useable condition but no longer needed by Department)

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

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 15 AUG 19 PM 2:10

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
Maintenance	25-124	78X42 Conference Table	

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

Other Information :

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

Lee Collinsworth 8/10/15
 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.

GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

Initiating Department: Veterans' Service 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 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
---	--------------------	---

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
5 AUG 19 PM 2:11

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
240	240-25	Desk Unit	

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

Other Information :

<p style="text-align: center;">Department / Location Approval</p> <p style="font-size: small; text-align: center;">Forms not properly signed or incomplete forms will be returned to the Department</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Department Head Signature *</p> </div> <div style="text-align: center;"> <p><u>8/5/15</u></p> <p>Date</p> </div> </div> <p style="font-size: x-small;">* As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.</p>	<p style="text-align: center;">Board of County Commissioners Consent Agenda Approval</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> <p style="font-size: x-small; text-align: center;">Approval must be obtained <u>before</u> transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda.</p>
---	--

Office of the Clerk of Circuit Court

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

66
DATE 8/31/15 KS

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

67

Donald Butler, Chief Administrator
1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: dbutler@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T.

MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: DON BUTLER, COUNTY ADMINISTRATOR *DB*
SUBJECT: DEPARTMENT HEADS
DATE: AUGUST 19, 2015

Recommendation to the Board is to set policy that future department heads be or become residents of Gulf County at time of employment.

Thanks

FILED FOR RECORDS
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:06

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

District 5

CONSENT
DATE: 8/25/15 *67* *KS*

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)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: dbutler@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T.

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: LYNN LANIER, CENTRAL SERVICES DIRECTOR
DATE: AUGUST 17, 2015
TOPIC: GULF COUNTY POLICY & PROCEDURE/FEDERAL REGULATIONS

FILED FOR RECORD
REGINALD L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:05

I am attaching to this memorandum, a draft of a grants administration and accounting policy and procedures document. This document represents months of work between administration employees, the clerk's employees, the County Attorney and Dewberry.

We have tried to put together a manual of what the policies and procedures are currently, what the federal government will require of us for Restore funds and what the other counties are doing in anticipation of receiving federal dollars.

I am also including a Treasury RESTORE Act Compliance (TRAC) Initial Review document sent to me by Treasury. This is the document that Treasury will use when we receive our audit of RESTORE funds. Therefore, I have compiled all of the required information and listed the references to the policies and procedures in which we will meet compliance.

I recommend adoption of this grants policy and procedures document.

Thank you.

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

CONSENT District 5
DATE 8/25/15 68

GULF COUNTY

GRANTS ADMINISTRATION AND ACCOUNTING POLICY AND PROCEDURES

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GULF COUNTY GRANT ADMINISTRATION AND ACCOUNTING POLICY AND PROCEDURES

I. SCOPE

This grant administration and accounting policy, along with the comprehensive procedures, applies to all federal and state grants awarded to the Gulf County Board of County Commissioners (Board). Grants that are awarded to the Board or directly to a constitutional officer, and processed directly by other constitutional offices, will be managed as a sub recipient under Section IX of these policies. The procedures are developed for the following six main operational categories:

- 1) Grant Application/Offer,
- 2) Grant Award,
- 3) Grant Monitoring,
- 4) Grant Accounting and Reporting,
- 5) Grant Sub-recipient Monitoring and
- 6) Noncompliance Procedures

II. PURPOSE

The purpose of this policy is to assist in providing accurate, current and complete disclosure of the program and financial results of each federal and state grant within the existing budgetary accounting and reporting framework. This policy provides guidelines to ensure the following:

- 1) Federal and state grants are properly authorized by the Board.
- 2) Grants have been properly budgeted by the Clerk of the Court's Finance Department in order to maintain budgetary controls.
- 3) Transactions involving federal and state grants are in accordance with the provisions of the federal Office of Management and Budget Circulars and other federal laws and the Laws of Florida.
- 4) Grant transactions are properly identified in the accounting records in order to maintain accounting and reporting controls.
- 5) Grant financial reporting requirements are monitored for compliance.
- 6) Official accounting records required by grant agreements are maintained to the extent possible in a centralized location.

III. GOVERNING LAWS AND REGULATIONS

FEDERAL

- 1) Single Audit Act of 1984 as amended in 1996.
- 2) OMB Circular A-133.
- 3) OMB Circular A-133 compliance supplement.
- 4) OMB 2CFR Chapter I, Chapter II part 200, et al. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards
- 5) Government Auditing Standards issued by the Comptroller General of the United States Government Accountability Office.
- 6) Davis-Bacon Act, as amended

STATE

- 1) Florida Statutes, Chapter 125

- 2) Florida Administrative Code
- 3) Rules of the Auditor General, Chapter 10.600, Audits of State Grant and Aid Appropriations
- 4) Florida Single Audit Act, Florida Statutes 215.97.
- 5) Sections 218.32 and 218.33, Florida Statutes

IV. DELEGATION OF AUTHORITY

ADMINISTRATIVE AUTHORITY

Responsibility for programmatic administration of the grants within County government rests with the department that applied for the grant, although the official recipient under the grant is the Board. All grants awarded to departments under the County Administrator and constitutional officers must be included in combined countywide reports under federal and state reporting guidelines. The Board signs all grant applications, amendments, modifications and agreements. However, the Board may delegate authority to sign grant-related documents to the County Administrator, Finance Department, Grants Manager, constitutional officers and project managers.

ACCOUNTING, MONITORING AND FINANCIAL REPORTING AUTHORITY

The Finance Department is responsible for the official financial records of the Board and in that capacity is responsible for maintaining adequate records to ensure compliance with federal and state accounting and reporting requirements for all grants administered by departments under the County Administrator. The constitutional officers are responsible for maintaining adequate financial records to ensure compliance with federal and state accounting and financial reporting requirements for all grants administered by them.

Allowable and Unallowable costs will be defined as those allowable and unallowable costs indicated in the Federal Uniform Administrative Requirements, Cost Principles and Audit Requirements Part 200, OMB Circular A-87 and the applicable grant contract. Once identified as allowable, costs will be posted as an expenditure to the applicable grant. For costs to be considered allowable to a grant project, it must be determined to be reasonable and be given consistent treatment through application of those generally acceptable accounting principles appropriate to the circumstances and conform to any limitations or exclusions set forth in these principles or in the sponsored agreement as to types and amounts of cost items. Any unallowable costs will be charged, as appropriate to the department responsible for the administration of the grant received.

Direct and indirect costs will be defined as those identified in the Federal Administration Register and the applicable grant contract. Direct costs are those costs necessary to perform the project's stated scope of work will be expensed against the applicable grant. Project accounting will be utilized to record direct and indirect costs for the appropriate grant. Indirect costs will be assessed to the appropriate department responsible for the administration of the grant received. Direct costs may include: salaries and fringe benefits of staff and other personnel directly engaged in performing the project's scope of work, supplies and materials necessary for performing the project's scope of work. In addition direct costs may include other such costs such as travel, contractual, printing, long distance telephone and other directly related costs necessary for performing project within its specified scope of work. If allowable under grant, capital equipment may be purchased along with any service/maintenance agreements on capital projects.

Administrative costs will be treated as direct costs when they meet certain conditions to demonstrate that they are directly allocable to the grant.

The chart of accounts for the allowable, unallowable, direct and indirect costs associated with a particular grant is based on the chart of accounts as outlined in the Uniform Accounting System Manual for Local Governments issued by the State of Florida Department of Financial Services Bureau of Financial

Reporting. The responsibility of determining whether an expenditure is allowable or unallowable, direct or indirect is delegated to the grant Program Manager and subject to review by the Grants Manager and the Finance Department.

Compensation and benefits will be charged to the grant as administrative costs and treated as direct costs when the expenditures demonstrate they are allocable to the particular grant. Only those compensation and benefits as allowable by the Uniform Administration Requirements and the terms of the applicable grant will be charged to that grant.

Reporting on all grant revenues and expenditures will be in compliance with generally accepted accounting principles (GAAP), the laws of the State of Florida, the laws of the Federal Government and any reporting required by the specific grant agreement.

The Finance Department will authorize user access to the accounting and financial system. Access will be limited to those personnel who are duly authorized to utilize the system. County personnel who are directly involved in the activities related to the utilization of grant funds are limited to inquiry only access in the accounting system for reporting and management information. All charges and adjustments made to any financial information within the accounting system will be performed by the authorized personnel in the Finance Department.

Safeguards against system destruction have been put into place by the Clerk. The accounting system servers are located in a fire proof vault with limited access. Appropriate backup systems are in place both onsite and the offsite.

Proper segregation of duties are currently in place to ensure adequate internal controls of accounting procedures to prevent fraud and misappropriation of grant funds. All expenditures will require appropriate documentation and authorization from personnel with approval authority. All expenditures will be reviewed by the Finance Department prior to any disbursements.

External System threats have been alleviated to the extent possible by the installation of antivirus software and the use of firewalls.

Data recovery and the ability to continue business operations, has been ensured by the use of both onsite and offsite backup systems. Business continuity is assured as the accounting system has the ability to be accessed from a remote site utilizing a virtual private network (VPN). In the event of an emergency, accounting functions can be processed remotely.

In the event there is a receipt of excess funds on any Federal grant, the Finance Department will return such excess funds as expeditiously as possible. The funds will be returned in the manner required on the notification of excess funds.

As indicated previously, project accounting will be utilized to track the revenues (incomes) and expenditures. Any income received for grant purposes will be recorded to such grant and utilized in accordance with any grant agreement.

Any debts determined to be owed to the Federal Government, will be promptly paid in accordance with any debt agreements with the Federal Government or in accordance with instructions provided to the county upon notification of the existence of such debt.

Any cash drawdown process relative to Federal grants will consider the need to coordinate the timing of the drawdown with prior internal approvals so that funds that are required and the cash flow needs of the grant project are matched. Drawdowns will also be submitted and reviewed on the basis of any specific

grant agreements. The fiscal activity of the grant will be monitored on a continuous basis. If necessary, careful planning for cash flow in the project will be budgeted and requirements assessed before any drawdowns are requested. Any grant funds received from a drawdown will be utilized to pay grant activities as soon as practical after receiving grant funds. **74**

The Finance Department along with the County Administrator will perform a self-assessment on an annual basis, at a minimum to evaluate any potential risk of the internal control environment of the county.

Personnel in the Finance Department, the Grant Manager and Program Manager are responsible for staying current on all Federal regulations. The County will engage external independent auditors to perform requisite audits in the preparation of audited financial statements as required by Florida Statutes, federal regulation and the Single Audit Act. The county does not have an internal audit department; however, the Finance Department performs a pre-audit on all expenses prior to payment to ensure proper coding and compliance with GAAP, relative contracts, budgetary compliance and any grant agreements. This pre-audit and review is performed in an effort to prevent findings by external auditors. Upon receipt of any observations identified in an external audit, the Finance Department in coordination with the county administrator will formally respond in writing to the reporting auditors and will either confirm or dispute the findings. If the findings are found to be valid, the Finance Department will indicate the corrective actions to be taken to resolve any deficiencies. The Director of Finance will log and monitor any external findings and corrective actions. If corrective actions are not being followed, the Director of Finance will notify the Clerk and the County Administrator of noncompliance and suggest further corrective action.

V. GRANT APPLICATION / OFFER PROCEDURES

The grant application / offer section includes all functions associated with obtaining a grant when a pre-application or an application of any format is required. Most of these are the responsibility of the originating department, which includes locating grant sources, determining the appropriateness of the grant to the county and preparation of the Agenda Package. The Grants Manager located in the Economic Development Coalition office will provide a centralized office (Point of Contact) for official contact, distribution and submission of grant documents. This section applies to all grant applications whether they are hard-copy, electronic or prepared by third-party administrators.

PROCEDURES:

- 1) The appropriate county department will coordinate with the County Administrator to determine the necessity of the application for any specific grant.
- 2) The County Administrator or his designee appoints a Program Manager to assume the responsibilities of monitoring the grant.
- 3) The appropriate county department will prepare the initial draft of the grant application, which includes at a minimum the following:
 - a) The federal or state agency from which funds originate.
 - b) The program name and Catalog of Federal Domestic Assistance (CFDA) or Catalog of State Financial Assistance (CSFA) number.
 - c) Any requirements relating to the grant that would require additional scrutiny by the Board, (i.e., matching, source of matching, certificate of insurance, special retention) or reporting requirements and any other special consideration that has to be met to obtain the grant.
- 4) The head of the appropriate county department or departments who will contribute programmatic information will review the draft.
- 5) The draft will be reviewed by the County Attorney for legal compliance issues.
- 6) Other appropriate personnel as deemed necessary by the Program Manager will also review the draft.

- 7) The initiating department will modify the draft from information provided by the County Administrator, department heads, County Attorney, and other appropriate personnel.
- 8) The initiating department will prepare an Agenda Request to be included in the Agenda Package for the grant. The Agenda Package consists of, but is not limited to:
- a) the Agenda Request,
 - b) the grant application, if applicable,
 - c) any supporting documentation relative to the grant application, and,
 - d) one original copy of the items noted above,
 - i.) If the application is a "hard-copy", the initiating department or third-party Administrator will forward the "hard-copy" application and the associated Agenda Package to the Grants Manager for review. The Grants Manager and Program Manager will review the application and determine the appropriate contacts, addresses, and other pertinent data to be included on the application. The Grants Manager will forward the Agenda Package to the County Administrator's office to be included on the next Board Agenda for their approval. Upon approval, the Grants Manager will submit the original application (s) to the granting agency, with a file copy (Record) to be retained in the Finance Department and a copy sent to the Program Manager for his/her file.
 - ii.) If the application is "electronic", the initiating department or third-party Administrator will forward a copy of the Agenda Package to the Grants Manager. The Grants Manager and Program Manager will review the application and determine the appropriate contacts, address, and other pertinent data to be included on the application. Included in the recommendation on the Agenda request will be a statement for approval of electronic submission and delegation of electronic signature authority by the Board to the Grants Manager. After reviewing the Agenda Package, the Grants Manager will forward the information to the County Administrator's office to be included on the next Board Agenda. Upon approval by the Board, the Program Manager or third-party administrator will apply for the grant. If possible, the Grants Manager will print a hard-copy of the electronic application. A copy will be maintained as the original record in the Grants Office, with a copy sent to the Finance Department and Program Manager for his/her file.
- 9) Grant Manager and Program Manager will identify any/all environmental permitting requirements and so document them.

10) "EMERGENCY PROCEDURES"

This procedure should be used **ONLY** in the rare cases when time is a critical element for submittal of the grant application. In no circumstances should this procedure be utilized to bypass the normal procedures noted above. However, if time is of a critical nature, then the initiating department or third-party Administrator, after approval from the County Administrator, will bring the application and Agenda Package to the Grants Manager for review. The Grants Manager will then obtain the Chairman's signature and submit to the granting agency. After submittal to the granting agency, the Grants Manager will submit the Agenda Package/application to the County Administrator's office to be included on the next Board agenda for ratification. If the Board disapproves the grant application, then the Grants Manager will notify the granting agency that the County withdraws its submittal.

VI. GRANT AWARD PROCEDURES

The grant award section includes the initial accounting procedures required when a grant is awarded. Most of these functions will be processed by the Grants Manager, and includes communicating with the funding agencies, establishing revenue and expenditure departments /accounts and providing the county departments with information relating to the grant.

PROCEDURES

1. The grant is awarded by the funding source or by acceptance of grant offer.
2. The original (Record) copy of the fully executed grant award document will be maintained by the Finance Department with a file copy going to the Grants Manager and one to the Program Manager for his/her file
3. Initial accounting procedures.
 - a. Upon receipt of the fully executed grant agreement, the Grants Manager shall do the following:
 - i. Ensure that the grant is established in the financial system with the Finance Department. This will include the determination of the appropriate fund and account numbers for financial entries in accordance with the grant agreement. Unallowable costs and cost overruns, upon identification, will be reclassified to regular expense departments of the County. Each grant will be evaluated to define, track and report direct costs and indirect costs, in accordance with the grant agreement. Administrative and personnel costs will be defined, tracked and reported individually according to current procedures.
 - ii.) Prepare a Grant Control Form which contains data relating to the various requirements of the grant, summarizes the general and specific requirements needed for compliance and sets up a time table for completion of grant requirements and report filing.
 - iii. 6) Prepare and maintain a file for each grant that will be available for inspection by the internal, independent, and any state and federal auditors.
4. The Grants Manager provides copies of the Grant Control Form containing the information gathered in step A to the Program Manager.
5. The Grants Manager communicates with the funding agency to obtain information concerning the source of funds for the grant. (i.e. CFDA or CSFA number, federal funding percentages, state grants and aids percentages, etc.)
6. The Finance Department updates the Schedule of Expenditures of Federal Awards and State Financial Assistance with information concerning the grant.
7. The Grants Manager enters information about the grant on a master grants schedule to aid in maintaining monitoring and reporting schedules throughout the life of the grant.

VII. GRANT MONITORING PROCEDURES

The grants monitoring section includes the functions relating to the monitoring of the grant activities. The Grants Manager is responsible for the financial accuracy and coordination of the monitoring program. The Program Manager is responsible for providing the programmatic (operational) function which encompasses compliance with the terms and conditions of the grant.

PROCEDURES

The Grants Manager is responsible for developing a monitoring plan using the general and specific requirements of the grant. The Grants Manager will develop a timetable for internal monitoring and will enter this timetable in the master grant schedule.

- 1) The Grants Manager will review the executed grant documents and notify the Program Manager of the required program or financial reporting task to be performed. This will be accomplished by the use of an addendum to the Grant Control Form. See section VI. (3)(ii).
- 2) The Program Manager will supervise all programmatic aspects of the grant in accordance with the terms and conditions of the grant. He/she will be responsible for conducting all internal program monitoring and preparation of any program reports. A signed report documenting any findings and corrective actions taken will be kept with the Grants Manager's original grant files. Copies of the report will be given to County Administrator and Finance Department.

- 3) The Program Manager is the Liaison with the granting agency regarding program performance operational requirements and monitoring.
- 4) The Grants Manager will be the coordinator of any monitoring visits by the grant funding agency. The Program Manager will notify the Grants Manager prior to monitoring visits by granting agencies and provide the Grants Manager with copies of any monitoring reports they may receive. The Grants Manager will notify the Finance Department and the independent auditors of all monitoring visits by a granting agency prior to the visit. This notification shall indicate financial records needed, if any, during the monitoring visit. The Grants Manager will provide the Finance Department with reports that are issued as a result of the monitoring visit.
- 5) The Grants Manager will supply the information needed by the external auditors for the annual single audit.
- 6) The Grants Manager will provide to each employee involved in a grant with the Anti-Fraud document and signature page. This document will be retained in the grant documents for review.
7. Periodic review of Federal Grant regulations will be done.

VIII. GRANT ACCOUNTING AND REPORTING PROCEDURES

The grant accounting and reporting section relates to the functions dealing with the monthly, quarterly and yearly accounting and reporting requirements. In order to facilitate the orderly, timely and accurate accounting, reporting and auditing of federal and state grant transactions, the Office of Grants in conjunction with the County Departments and their designees will strive to ensure the following:

- 1) An effective tracking system is initiated by routing all approved grants (with an original document) to the Grants Manager.
- 2) Appropriate budgetary and accounting controls are in place to separately identify grant transactions.
- 3) Appropriate administrative controls are in place to ensure that costs claimed are in compliance with appropriate grant requirements. The Grants Manager is responsible for reviewing all information submitted by the Program Manager for financial accuracy, and will assist the Finance Department in preparing the Schedule of Expenditure of Federal Awards and State Financial Assistance. The Grants Manager or Program Manager, as appropriate, is responsible for authorizing purchases, reporting to Federal agencies of grant awards of purchased property or disposition of property, with grant funds, and preparing reimbursement requests. The Grants Manager or Program Manager will also assemble all quarterly state and federal reports, or other reports as may be required, per the following procedures.

PROCEDURES

1. Monthly procedures.

- A) The Grants Manager or Program Manager, as appropriate, will provide authorization, documentation, special conditions or language as required for purchases needed to carry out the requirements of the grant. Program Manager, using standards required by the various grants, will make all purchases.
- B) The Grants Manager or Program Manager, as appropriate, will prepare requests for advances only if required by the granting agency. The Grants Manager or Program Manager, as appropriate, will maintain record keeping to ensure that advanced funds are expended within the required time frame.
- C) The Grants Manager will be responsible for preparing all requests/reports for reimbursement from the funding agency. He/she will assure that the requests/reports are accurate, complete and include required supporting documentation. Reports/requests will be forwarded to the Grants Manager seven days prior to the due date for signature and submission to the granting agency. This will include the completion and submission of required and necessary reports and forms in accordance with individual grant agreements

- D) The Finance Department will be responsible for reviewing costs claimed to ensure accurate posting to the general ledger and for compliance with the provisions of the grant. Any necessary revisions will be forwarded to the originating department for review and correction before being submitted to the granting agency by the Grants Manager.
- E) Once the costs claimed have been verified on a reimbursement request, then the Finance Department will record the appropriate entries for a receivable in the general ledger accounts.
- F) The reimbursement requests will be signed and submitted by mail or electronically as directed in the grant agreement by the Grants Manager. If a signature resolution is required by a granting agency, then the individual so designated will coordinate his/her signature requirements with the Grants Manager. A copy of the signed reimbursement request will be sent to the Program Manager.
- G) Grant funds will be received and recorded by the Finance Department.
- H) If there are any significant events that affect the grant, that occur during the project, the Grants Manager or Program Manager will notify the granting agency by letter of the event and request guidance on report requirements. A copy of the notification will be forwarded to the Finance Department.

2. Quarterly Procedures

- A) Quarterly reimbursements and reports are prepared using procedures similar to the monthly procedures using information from the prior three months.

3. Annual Procedures.

- A) Any annual reimbursements and reports are prepared using procedures similar to the monthly procedures.
- B) The Finance Department is responsible for maintaining the Schedule of Expenditures of Federal Awards and State Financial Assistance and will provide a copy to the independent county auditors by November 1st of each year. The Finance Department will be the liaison between the external auditors and the departments.
- C) The Finance Department is responsible for ensuring that the copies or notifications of the Annual Financial Report (AFR) are distributed or available to the appropriate granting agencies in accordance with their required due dates.

4. Grant Close Out Procedures.

The Grants Manager with the assistance of the Program Manager is responsible for assembling a "project completion package." This package will contain the following:

1. The final federal or state grant report prepared by the Program Manager, reviewed and signed by the Grants Manager.
2. All grant funding agency monitoring reports from visits occurring during the life of the grant.
All records in reference to grants will be retained according to Florida Statute for records retention and the Clerk of the Court policies.

IX. GRANT SUBRECIPIENT MONITORING

The Grants Manager is responsible for identifying to the subrecipient the Federal and/or State award information, monitoring the subrecipient's activities, ensuring required audits are performed and requiring corrective action on audit findings, evaluating risk for non-compliance, and evaluating the impact of sub recipient activities on the County's ability to comply with applicable Federal and/or State regulations.

PROCEDURES:

1. The Grants Manager will make the subrecipient aware of the award information and requirements imposed by laws, regulations, and the provisions of contract or grant agreements pertaining to the program. This will include the requirements of the Davis-Bacon act.
2. The Grants Manager will monitor the sub recipient’s use of Federal or State funds and issue a written report summarizing the results and any corrective actions needed.
3. The Grants Manager will ensure that the County receives annual audited reports from subrecipients as required in OMB Circular A-133 and OMB 2CFR Chapter I, Chapter II part 200, et al. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards. In addition the Grants Manager will ensure that the subrecipient has performed corrective actions on deficiencies identified in the audit.

X. NONCOMPLIANCE PROCEDURES

The Grants Manager will notify the Program Managers in writing upon noncompliance with the Grants Administration and Accounting Policy and Procedures. The notification will be copied to the County Administrator and Finance Department. The Administration will notify the employee that is monitoring the project to cease all operations until a solution on how to bring the project back into compliance is realized, or a modification to the project terms, to bring project into compliance, has been approved by the granting agency and the Board.

XI. EFFECTIVE DATE

This policy is effective as of _____, _____. 2015

**PROGRAM MANAGER
TASK SUMMARY**

Grant Application / Offer Procedures

- Assume responsibility of grant monitoring.
- Coordinate review of draft by appropriate personnel.
- Prepare the Agenda Package

Grant Monitoring Procedures

- Provide programmatic (operational) function encompassing compliance with grant terms and conditions.
- Supervise all programmatic aspects of grant including internal program monitoring reports.
- Forward signed report documenting any findings and corrective actions to the Grants Manager, and copy to the County Administrator and Finance Department.
- Liaison with granting agency regarding program performance, operational requirements and monitoring.
- Notify Grants Manager prior to monitoring visits by granting agencies and provide Office of Grants with copies of any monitoring reports received.

Grant Accounting and Reporting Procedures

Monthly

- Authorize purchases.
- Assure that required documentation, special conditions and language are provided to Purchasing.
- Prepare, check for accuracy and completeness and include required supporting documentation for reimbursement requests / reports and forward to Grants Manager with Pentamation expenditure transaction analysis computer printouts that agree with cost claimed seven days prior to due date.

Quarterly

- Prepare quarterly reimbursements and reports similar to the monthly procedures but using information from the prior three months.

Annual Procedures

- Any annual reimbursements and reports are prepared using procedures similar to the monthly procedures.

Grant Close-Out Procedures

- Prepare final reimbursement / grant report and forward to the Grants Manager for review and signature.

EXHIBIT B**GRANTS MANAGER****TASK SUMMARY****Grant Application / Offer Procedures**

- Provide centralized point of contact for grant activities and submission of grant application.
- Retain original (Record) copy of the application.

Grant Award Procedures

Upon receipt of fully executed agreement:

- Retain a copy of the grant award document and forward the original agreement to the Finance Department.
- Create and maintain grant file.
- Prepare Grant Control Form.
- Ensure that department and account numbers are established and a budget adjustment processed.
- Copy Grant Control Form and grant award document to Program Manager.
- Communicate with funding agency regarding pertinent grant information.
- Assist the Finance Department in updating the Schedule of Expenditures of Federal Awards and State Financial Assistance with grant information.
- Create master grant tickler file for the life of the grant.

Grant Monitoring Procedures

- Provide overview and assistance relative to grant activities in the role of the centralized point of contact.
- Assure financial accuracy of the monitoring program.
- Develop fiscal monitoring plan based upon grant requirements.
- Update internal monitoring timetable in master grant ticker file.
- Notify Program Manager of required program or financial reporting tasks to be performed by means of an addendum to the Grant Control Form.
- Retain signed reports provided by the Program Manager documenting any findings and corrective actions taken.
- Coordinate monitoring visits by the grant funding agency.
- Notify Finance Department and the Independent Auditors of all monitoring visits by a granting agency prior to the visit.
- Supply information needed by the external auditors for the annual single audit.

Grant Accounting and Reporting Procedures

- Provide overview and assistance relative to grant activities in the role of the centralized point of contact.
- Review all information submitted by the Program Manager for financial accuracy.
- Assist in the preparation and review of the Schedule of Expenditures of Federal Awards and State Financial Assistance Awards.

Monthly

- Verify reimbursement requests / financial reports to assure costs claimed are reflective of the general ledger account/s and in compliance with the provisions of the grant.
- Verify an accounts receivable was posted in the general ledger accounts for verified and submitted reimbursement requests.
- Sign reimbursement request and submit as required by grant agreement.
- Forward a copy of the signed reimbursement request to the Program Manager.

Quarterly

- Verify reimbursement requests / financial reports to assure costs claimed are reflective of the general ledger account/s and in compliance with the provisions of the grant.
- Verify an accounts receivable was posted in the general ledger accounts for verified and submitted reimbursement requests.
- Sign reimbursement request and submit as required by grant agreement.

- Forward a copy of the signed reimbursement request to the Program Manager.

Annual Procedures

- Any annual reimbursements / reports are prepared using procedures similar to the monthly procedures.
- Assist with and review of the Schedule of Expenditures of Federal Awards and State Financial Assistance.
- Assist the Finance Department in the distribution and/ or notify appropriate granting agencies of the Annual Financial Audit Report (AFR) in accordance with their required due dates.

Grant Close-Out Procedures

- Assemble a “project completion package”.

Grant Subrecipient Monitoring

- Notify subrecipient of award information and requirements imposed by laws, regulations, and the provisions of contract or grant agreements pertaining to the program.
- Monitor subrecipient’s use of Federal funds and issue a written report summarizing the results and any corrective actions needed.
- Ensure that the County receives annual audit reports from subrecipients required to have an audit in accordance with OMB Circular A-133 and OMB 2CFR Chapter I, Chapter II part 200, et al. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards
- Ensure that corrective actions on deficiencies identified in the audit have been performed by the subrecipient.

Glossary of Terms**Accounts Receivable**

Accounts receivable is costs that are billed to the sponsoring agency for which the county has not yet received payment.

Allowable / Eligible Cost

An allowable or eligible cost is an expense that can be charged directly to the sponsored agreement and is not specifically excluded by government regulations or by the grant agreement.

Application/Offer

An application or offer is a formal request of agency approval for funding of cost objectives based upon the county's project accomplishments.

Budget

A budget is a Program Manager's financial plan that lists the type of expenditures and the dollar amounts required to carry out project objectives.

Budget Period

A budget period is an interval of time in which the project is divided for budgetary purposes.

Carryover

A carryover is the remaining budget balance available from a project that may be continued into subsequent budget periods of the next fiscal year or budget period. Carryovers are not always automatic or allowed by all funding agencies.

Grants Manager

The individual that is located in the Economic Development Coalition and is responsible for oversight and administration of all grants in the Board's name. This individual is the primary point of contact for grant activities and is responsible for coordinating the preparation of the Schedule of Federal Awards and State Financial Assistance, which incorporates grants awarded in the County's name via the constitutional officers.

Cost Reimbursable Grant

A cost reimbursable grant provides for payment to the County based on the County's actual cost experience in performing and completing the grant.

Cost Overruns

Cost overruns are allowable costs incurred in excess of funding by the sponsoring agency and required matching by the county.

Deliverables

Agreed upon tasks that are completed and submitted within a scheduled time frame. A written report is typically required to accompany each deliverable.

Electronic Grants

The administration of a grant using the electronic media which may not result in official hard-copy documents.

Encumbrances / Obligations

Encumbrances and obligations are the amount of items ordered, services rendered, contracts awarded, or similar transactions that are outstanding or unpaid at the end of the accounting period.

Equipment

Equipment is items non-expendable in nature- such as furniture, instruments, or repairable machines with a useful life of more than one (1) year, with a single unit cost in excess of \$1,000.

Fiscal Year

The county's fiscal year is October 1 - September 30.

215.97 Florida Single Audit Act

The purpose of the act is to establish uniform state audit requirements for state financial assistance provided by state agencies to nonstate entities.

Fully Executed Agreement

Fully executed agreement is an agreement that is signed by all parties involved.

Granting Agency / Sponsoring Agency

Granting or sponsoring agency is the external organization funding a particular project.

Grants / Award

A grant agreement shall be used as the legal instrument whenever its principal purpose is the transfer of money, property, services, or anything of value to the state, local government or other recipient in order to accomplish a public purpose of support or stimulation authorized by federal statute.

Matching / Cost Sharing

Matching or cost sharing is defined as the sharing of costs of a sponsored agreement by the county. Matching is typically done on grants and not contracts. Matching or cost sharing can be in the form of In-kind, cash, or a combination of both.

Office of Management and Budget Circulars (OMB)

OMB A-87 – Establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally - recognized Indian tribal governments.

OMB A-102 – This circular establishes consistency and uniformity among Federal agencies in the management of grants and cooperative agreements with State, local, and federally – recognized Indian tribal governments.

OMB A-133 - This circular establishes audit requirements for federally sponsored awards and defines federal responsibilities for implementing and monitoring higher education and other non-profit institutions that receive federal awards.

Original Budget

First budget approved by the funding agency.

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Period of Performance

Period of time in which the project performance and related costs are incurred. The start date is the first day that activity and reimbursement of costs begin. Likewise, the end date is the last day that activity and related costs can be incurred.

Point of Contact

An individual who is designated as the person responsible for coordinating communication among the various parties associated with grants, i.e. granting agencies, auditors, program managers, third parties, subrecipients and other interested parties.

Program Manager

A program manager is the county employee that has direct responsibility for carrying out the requirements of a sponsored project and for producing the final technical report and for providing their required deliverables if applicable.

Project Award

The project award is the approval and funding of a project as detailed in the official award document that specifies the amount of funding, project period, and any special requirements or restrictions.

Source of Funding

- Federal - sponsored agreements funded directly by the United States federal government.
- Federal Pass-Through - sponsored agreements where the county is not the prime recipient from the United States federal government, but is acting in the capacity of a subrecipient.
- State - sponsored agreements funded directly by the State of Florida.

Supplies

Supplies are expendable items that are consumed, worn out, or otherwise deteriorated in less than two years and having a purchase price of less than \$ 1,000.

Subcontracts

A subcontract is a contract that assigns some of the obligations of a contract to another party. The terms of the obligations are outlined in the same manner as described under contracts.

Subrecipient

A subrecipient is an organization that receives federal or state financial assistance to carry out a program from a primary recipient or another subrecipient. Such an organization is therefore subject to certain federal and /or audit requirements.

Third-Party Administrator

This is an individual or firm hired by the County to handle the program manager’s functions associated with a particular grant. The responsibilities and duties are identical to those of a county employee in the capacity as a Program Manager.

Total Project Cost

The cost of a sponsored project is comprised of allowable direct costs of the program, plus its allocable portion of allowable indirect costs, less applicable credits. This includes both the granting agency's share and the county's share if applicable.

Unallowable Cost

Unallowable costs are costs that cannot be charged directly or indirectly to a grant.



Index of Referenced Gulf County Policies

1. Gulf County Fraud Policy 8-2015
2. Gulf County Administrator Ordinance 2014-02
3. Gulf County Purchase and Procurement Policy 11-2013
4. Gulf County Local Bidder Preference Policy 5-2015
5. Gulf County Committee/Advisory Board Term Policy 10-2014
6. Gulf County Administrator Invoice/Contract Authorizing Policy 12-2014
7. Gulf County Credit Card Policy 4-2011
8. Gulf County Personnel Policy Ver. 11-2012
9. Gulf County Public Records Policy 2011
10. Gulf County Commission Board Rules of Procedure and Policy 6-2015
11. Gulf County Conflict of Interest Policy 8-2015

Gulf County
Treasury RESTORE Act Compliance (TRAC) Initial Review
June 24, 2015

Please submit all requested documents via email to:

Lisamarie.hoye@treasury.gov
Matthew.orlovick@treasury.gov

Document Request List

Item #	Entity Process Area	Description	Comments	Check List
1	Federal Awards	Grant Management Manual used by the entity to administer Federal grants, or an equivalent document	ADOPTION AT 8-25-15 BOCC MEETING	
2	Federal Awards	Procedure documents related to the accounting and categorization of Federal grant funding (if not included in Grant Management Manual). Including:	GRANT MANAGEMENT PLAN (GMP)	
		A- Defining, tracking, and reporting Allowable and Unallowable costs	A. (SECTIONS IV AND VI(3)(a)(i))	
		B- Defining, tracking, and reporting Direct and Indirect costs	B. (SECTIONS IV AND VI(3)(a)(i))	
		C- Process of charging Administrative Costs	C. (SECTIONS IV AND VI(3)(a)(i))	
		D- Accounting of Personnel costs	D. (SECTIONS IV AND VI(3)(a)(i))	
		E- Chart of accounts used for Allowable, Unallowable, Direct, and Indirect costs	E. GMP (SECTION IV (ACCOUNTING, MONITORING AND FINANCIAL REPORTING AUTHORITY))	
3	Information Technology	Policies and procedure documents related to the security of the internal accounting or financial systems used by the entity to manage Federal grants (not including Grant Solution or ASAP financial systems).	GRANT MANAGEMENT PLAN (GMP)	
		A-User Access	A. (SECTION IV)	
		B-Safeguards against system destruction	B. (SECTION IV)	
		C-User Segregation of duties	C. (SECTION IV)	
		D-External system threats	D. (SECTION IV)	
		E-Data recovery and business continuity	E. (SECTION IV)	
4	Management of Federal Cash	Policies and procedure documents for the management of Federal Cash used by entity to manage Federal grants (if not included in Grant Management Manual). Including:	GRANT MANAGEMENT PLAN (GMP)	
		A-Process of repaying excess funds related to Federal grants	A. (SECTIONS IV & VIII Procedures (1)(B))	
		B-Adding program income to Federal award and restricting program income based on the terms and conditions of the award	B. (SECTIONS IV & VIII Procedures (1)(B))	
		C-Any debts determined to be owed to the Federal Government	C. (SECTIONS IV & VIII Procedures (1)(B))	
		D- Processes related to cash drawdowns related to Federal grants	D. (SECTIONS IV & VIII Procedures (1)(B))	
5	Monitoring	Procedure documents for processes related to the review of internal and external audits performed on the entity.	GRANT MANAGEMENT PLAN (GMP)	
		A- How the entity formally responds to observations identified in the audit.	A. (SECTIONS IV & VII Procedures (2))	
		B- Process to periodically perform a self assessments to evaluate potential risk of the internal control environment of the entity. (i.e. cross functional reviews)	B. (SECTIONS IV & VII Procedures (2))	
		C- Process of creating and monitoring corrective action plans for internal or external audit findings	C. (SECTIONS IV & VII Procedures (2))	
6	Policy	A- Organizational chart of all departments involved (i.e., programmatically or financially) with the RESTORE Act program	A. ORG CHART	
		Policies and procedures related to the following:		
		B- Code of Conduct and/or Code of Ethics document that the entity issues to staff members	B. Sec 6-Personnel Policy	
		C- Conflict of Interest relating to Federal grants	C. To be approved at BOCC on 8-25-15	
		D- Procedure documents for the staff members to confidentially report suspected violations	D. Sec 6.1(6)-Personnel Policy	
		E- How the entity addresses criminal and fraud violations that occur related to Federal grants	E. Fraud Policy-To be approved by BOCC on 8-25-15	
		F- Periodic review of Federal grant regulations to ensure compliance	F. GMP (SECTION VII (7))	
		G- Establishment of a Board of Directors, or similar type of organization, including the level of oversight provided by the Board	G. GCBOCC is the BOD	
		H- Training documents used to conduct anti-fraud awareness to staff members	H. GMP-(SECTION VII(6))	
		I- Training documents used to train staff members and subrecipients on Federal grants	I. GMP-(SECTION IX)	

Document Request List

Item #	Entity Process Area	Description	Comments	Check List
7	Procurement	Policies and procedure documents related to the procurement process performed by the entity, as it relates to funding from Federal grants. Including: A-Compliance with Federal regulations and Term and conditions (i.e. OMB 2 CFR)	INCLUDED IN BID POLICY & LOCAL BIDDER PREFERENCE POLICY	
8	Property	Policies and procedure documents related to the management of property and equipment acquired or improved using Federal grant funding (if not included in Grant Management Manual). Including: A-Reporting the status of property purchased with grant funding to the Federal agencies providing the grant	GRANT MANAGEMENT PLAN (GMP) & ADDENDUM FORMS TO (GMP) A. (SECTION VIII (3))	
		B-Acquisition of property and equipment with grant funding	B. (SECTION VIII (3)) & Inventory activity form procedures:	
		C-Disposition of property and equipment purchased with grant funding	C. (SECTION VIII (3)) & Inventory activity form procedures:	
9	Record Retention	Policies and procedure documents related to the record retention processes, as it relates to Federal grants (if not included in Grant Management Manual).	GMP-(SECTION VIII Procedures (4)(2))	
10	Reporting	Procedure documents related to developing and submitting the Financial and Performance Reports to the Federal awarding agencies (if not included in Grant Management Manual). Including: A-Developing and submitting the SF-425 Financial Report B-Review and reconciliation of the financial data used to created the SF-425 reports C-Developing and submitting the SF-PPR Performance Progress Report D-Processes related to performing Interim Reporting to Federal awarding agencies when/if events occur between the scheduled performance reporting dates that have significant impact upon the activity, project, or program	GRANT MANAGEMENT PLAN (GMP) A. (SECTION VIII Procedures 1(c)) B. (SECTION VIII Procedures 1(c)) C. (SECTION VIII Procedures 1(c)) D. (SECTION VIII Procedures 1(h))	
11	Sub-Recipients	Procedure documents related to the managing, monitoring, and awarding of grant funds to SubRecipients (if not included in Grant Management Manual). Including: A- Supervisory reviews performed to determine the adequacy of the Subrecipient monitoring being performed	GRANT MANAGEMENT PLAN (GMP) A. (SECTION IX (2))	
		B- Evaluation of risk on noncompliance with Federal statutes for Subrecipients receiving Federal grant funding	B. (SECTION IX)	
		C- Performance management of Subrecipients receiving Federal grant funding	C. (SECTION IX (3))	
		D- Review and verification of performance and financial data that is reported by Subrecipients receiving Federal grant funding	D. (SECTION IX (2))	
		E- Process of notifying Subrecipients of the Davis-Bacon Act requirements	E. (SECTION IX (1))	
12	Legal and Regulatory	Policies and Procedure documents related to legal and regulatory processes performed by the entity that relate to Federal grants (if not included in Grant Management Manual). Including: A- Staying current with all Federal regulations related to grant management B- Performance of annual Single Audit C- Compliance with the Drug-Free Workplace Act of 1988 D- Compliance with government wide Suspension and Debarment provisions for Federal awardees E- Compliance with Federal Lobbying provisions F- Compliance with environmental standards G- Compliance with Davis-Bacon requirements	GRANT MANAGEMENT PLAN (GMP) A. (SECTION IV) B. (SECTION IV) C. Personnel Policy (Addendum B) D. Bid Policy E. NEED DEWBERRY ASSISTANCE F. (SECTION V (9)) G. (SECTION IX (1))	

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

89

CHIEF ADMINISTRATOR'S OFFICE

Donald Butler, Chief Administrator
1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: dbutler@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T.

MEMORANDUM

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:08

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: DON BUTLER, COUNTY ADMINISTRATOR SB
SUBJECT: STAFF VEHICLE
DATE: AUGUST 13, 2015

Recommendation to the Board is to purchase a vehicle off state contract payable from the Reserve for Infrastructure Fund for purposes of staff and commissioner travel.

Thanks

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

CONSENT
DATE: 8/25/15 HS
District 5

89



Gulf County Mosquito Control
1001 Tenth Street
Port St Joe, FL 32456
(850) 227-1401 Office (850) 229-9521 Fax

MEMORANDUM

Date: July 30, 2015

To: Board of County Commissioners

From: Mark Cothran, Director GCMC

Re: Chemical Purchase-Univar USA Aqua-Kontrol 30-30

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:11

Mr. Chairman, I recommend the purchase of a Univar Product, Aqua-Kontrol 30-30 at a purchase price of \$117.83 per gallon. Our equipment is already calibrated and set up for this product and we have had great success with the use of it during the FY2014-15 mosquito seasons. This purchase will "piggy back" the FY 2014-15 contract price from the State of Alabama Contract Notice of Award T100, Statewide Contract for Mosquito Control.

CONSENT
DATE 8/25/15 90

Univar ES
117 W Park Dr STE G&H
Birmingham, AL 35215

T (205) 641 1157
www.univares.com



July 28, 2015

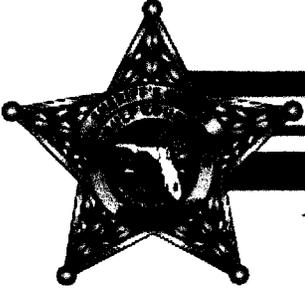
Mark,

We are pleased to extend last year's price of \$117.83 per gallon from the AL state Contract. The price on the alternate product will be awarded at \$194.00 per gallon if you decide to go that route.

Also, your pumping system and Foggers have been optimized for Aqua Kontrol 30-30. If you decide to go with the alternate product I will reconfigure your pumping system for approximately \$875.00 and calibrate your Foggers for \$490 per unit. It is mid-season and I need advanced notice to schedule this work and maintain your readiness for disease control.

We sincerely appreciate the opportunity to earn your business.

Donnie Powers
Public Health Industry Specialist
Univar
T +1 205 641 1157
donnie.powers@univarusa.com
www.univar.com
www.univares.com



Gulf County Sheriff's Office

Sheriff Mike Harrison

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

August 18, 2015

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

Dear Becky:

We are requesting Beach Patrol Funds in the amount of \$9,337.32 for July 2015. This is to pay for salaries, taxes and benefits related to Beach Patrol for July 2015 and for fuel for the Beach Patrol Vehicle for May, June, and July 2015. Attached is support for the amount requested. Please make the check payable to Gulf County Sheriff's Office.

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

Sincerely,

Mike Harrison

Mike Harrison
Gulf County Sheriff

Beach Patrol JUL. 2015 FOR
Salaries, TAX
31021-91001 \$ 9,337.32
RW

FILED FOR RECORD
FEDERAL JORDIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 AM 10:33

See previous budget out of 8/18/15 RW

CONSENT
DATE: 8/25/15 BS

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA
PLANNING DEPARTMENT
BRETT LOWRY, PLANNER/FLOODPLAIN ADMINISTRATOR
1000 CECIL G. COSTIN, SR. BLVD., • ROOM 311 PORT ST. JOE, FLORIDA 32456 • PHONE (850) 227-9562 • FAX (850) 227-9563

Memorandum

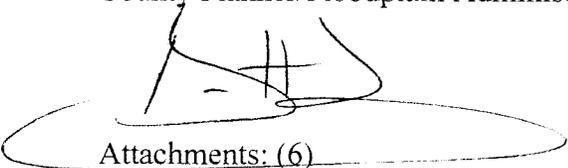
To: Ward McDaniel, Chairman Gulf County BOCC
Date: August 18, 2015
Subject: Community Rating System (CRS) Recertification/2015 Floodplain Management Progress Report

Please see attached 2015 Floodplain Management Progress Report, along with the Community Rating System (CRS) recertification for your consideration and approval.

If you need any additional information, feel free to contact this office.

Sincerely,

Brett Lowry
County Planner/Floodplain Administrator



Attachments: (6)

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:07

CONSENT
DATE 8/20/15

Gulf County, Florida

2015 Floodplain Management Progress Report

Background

In order for community property owners in unincorporated Gulf County, to continue receiving flood insurance premium reductions from the National Flood Insurance Program, the community must participate in the Community Rating System (CRS) program, in which the County has contributed since 1990. As a condition of continued participation in the program, the community is required to complete an annual recertification report and submit it to FEMA by October 1st. The Floodplain Administrator is responsible for this report along with tracking flood related activities during the reporting period, with the assistance of multiple county departments for input. The process also requires this report be distributed to the local governing body, the media, and be made available to the public. The approved Progress Report will be e-mailed to the STAR news publication. Copies of the Progress Report have been placed and are available for review in the Gulf County Planning Department, Room 311 and the Gulf County Building Department, Room 305 located in the Robert M. Moore Administration Building. The report will also be available on the County website, under the Planning Departments web page as a PDF document.

This document was presented to the Gulf County Board of County Commissioners (BOCC), county departments and the public on August 25, 2015 for review and comments. The plan is based on the best available data and knowledge accumulated during the report planning period. The plan was prepared by the County Planner who also serves as the Floodplain Administrator. Copies of the approved plan will also be made available in the Gulf County Clerk of the Courts Office in the main Courthouse. This facility is located at 1000 Cecil G. Costin, Sr. Blvd., Port St. Joe, Florida, 32456. The current 2012 Flood Prevention Ordinance is posted on the Planning Department's web page and the ordinance was also incorporated into the Land Development Regulations (LDR) adopted on June 24, 2013 (Article 2 revised January 27, 2015).

Flood Events

For most of the reporting period from October, 2014 through August, 2015, Gulf County had no major flooding activity. In January 2015, rains from the North and Middle Georgia impacted the Apalachicola River Basin causing some minor flooding along the river system. Over all the North end of the county has experienced a consistent amount of rain throughout the summer. Also, the Florida Panhandle has not seen a major storm event this year.

Floodplain Management Plan Element Review

A. Base Flood Elevation

Gulf County is continuing to require FEMA Flood Elevation Certificates for residential and commercial structures built in SFHA's. We are also enforcing the one foot freeboard as applicable to respective flood zones. Permits issued within the DEP CCCL are subject to additional elevation height above BFE to compensate for wave action. All building permits are subject to the flood protection regulations that are part of the 2010 Florida Building Code. Because of the flood protection associated with the 2010 Florida Building Code, the Flood Protection Ordinance was updated and adopted in 2012. In addition to the 2012 Flood Protection Ordinance, Gulf County continues to require Floodproofing Certificates and V Zone Design Certificates as applicable. Both must be completed by a registered Professional

2014 Floodplain Management Progress Report
Page 2 of 5

Engineer or Architect. V Zone Design Certificate forms are in addition to and **will not** replace the customary Elevation Certificate (EC). There were no variances approved dealing with floodplain management this fiscal year.

B. Flood Mapping

The LiDAR elevation data has been mentioned in the previous progress reports, and continues to be an important resource that provides the county with elevation data that has been used to respond to several mapping issues; to include unnumbered A Flood Zone determinations. The county staff continues to assist the public with their NFIP mapping and flood determination issues. Even though the housing financial crisis is beginning to fall, flood insurance is still a major issue with homeowner mortgages. With the passage of Biggert-Waters in 2012, along with the follow up of the Homeowner Flood Insurance Affordability Act in 2014 (HFIAA), in which was designing to soften the blow of Biggert-Waters; flood insurance will still continue to have a great economic impact for homeowners, just only at a measured pace.

Additional changes to the FEMA flood maps for Gulf County are scheduled for late 2015/2016. The new maps will be a product of the previously mentioned LiDAR data, new riverine modeling, and coastal surge modeling. What the new FIRM maps will have over the older FIRM maps is the quality of data. With the addition of LiDAR elevation data into the riverine flow models and the updated coastal surge models, elevation flood data will be hard to challenge. Even though it will be difficult to dispute the new flood data, county staff will continue to work closely with the Northwest Florida Water Management District and the FIRM mapping contractors to provide local knowledge into the mapping process. Hopefully, the interjection of local knowledge in conjunction with the technical data will justify a more detail flood study for high impacted areas. Although there will be an appeals process, the funds for a detail study is very limited.

C. Flood Protection Assistance:

The County has maintained a listing of books and pamphlets for retrofitting existing structures. The County Building Department has remained current with retrofitting issues as outlined in the action plan. FIRM Panels are available in the libraries, the Planning Department, and on the [FEMA website](#). The Planning, GIS, and Building Departments use NFIP GIS data to assist individuals in ascertaining their flood zones. Interactive GIS based flood zone mapping tool is available on a website hosted by the GIS Department. As The Northwest Florida Water Management District is a Cooperating Technical Partner (CTP) with FEMA and also has a map portal <http://portal.nwfwmdfloodmaps.com/map.aspx?cty=gulf> that allows access to flood information. A static PDF map is available on the Planning Department web page at [Gulf County, Florida Government](#).

Protection TIP: Wanting to build a house and you are not required to purchase flood insurance because your property is in an X Flood Zone. We encourage you to consider raising your finish floor to at least 12" above natural grade or twice the 6" code minimum. Flood damage caused by a flash or sheet flooding weather abnormality can range from costly to catastrophic depending on the severity of flooding. Should you decide to purchase flood insurance, higher floor elevation will help reduce flood risks.

D. Flood Protection Materials

Copies of various FEMA publications have been acquired and are available for public review. The County will assist the public in getting any copies they request. We have also included links to these documents on the [Planning Department](#) web page at [Gulf County, Florida Government](#). The public is encouraged to

2014 Floodplain Management Progress Report

Page 3 of 5

contact their insurance agent about their policy status and if their policy can be improved to reduce cost and increase coverage.

E. Flood Warning, Mitigation and Preparedness

Gulf County is very sensitive to the events that affect both coastal and inland flooding. Gulf County Emergency Management Office monitors available data and will alert the proper authorities and public of potential hazardous conditions as needed. The public with a valid 911 address can sign up for Emergency Notifications at the EOC, through their web page or <http://www.gulfcounty-fl.gov/911.cfm>. Gulf County's LMS is currently under its final review by Florida Division of Emergency Management. Upon approval by FDEM, it will then be submitted to the City's and the BOCC for final adoption.

Gulf County continues to address drainage issues through culvert permitting and by maintaining ditch and swell infrastructures. The County applied for the Transportation Alternative Program (TAP) grant early 2015 for over \$800,000 to pipe and fill the Americus Avenue ditch outfall between US 98 and Americus Avenue, along with adding a pedestrian sidewalk, benches, bike railing, and solar lighting. This would improve discharge water quality, reduce coastal surge impacts, and turn an existing open space into a more useful open space area for the public.

Gulf County is also working with State and Federal agencies to reduce the coastal flooding impacts to SR 30E at the "Stump Hole" by continuing to expand the hardening rock berm that protects SR 30E from the Gulf of Mexico. The project has been funded through grants, the most recent project awarded this year was for Phase VII construction. The County also received an additional \$200,000 this year from FDOT to provide sand to protect the existing rock revetment project. The \$22 million beach re-nourishment project bond by the Cape San Blas property owners MSTU sunset in 2014. A recent vote by property owners for MSTU for an additional beach re-nourishment project failed to pass early this year. Storm mitigation with FEMA was applied for several years back and was rejected by FEMA. FEMA's denial was largely based on the objection by US Fish and Wildlife who used the Coastal Barrier Resources Act (CBRA), as a reason for opposition. The County preserves that one goal of CBRA is habitat protection which is fulfilled through beach re-nourishment by maintaining the sandy beach as a coastal habitat. Without the re-nourishment project, there would be no sandy beach for recreation and/or wildlife habitat. Also, a re-nourishment project would not increase building density, another goal of CBRA. County Official's continue to appeal the CBRA designation with appropriate Federal Agencies in Washington D.C. If the County should be successful, the areas within the CBRA should be able to purchase NFIP Flood Insurance that is currently unavailable due to the CBRA designation. Most recently, federally backed mortgage company "Fannie Mae," is now requiring owners that purchase or develop properties located in CBRA to purchase a flood insurance policy on the private flood market; even if they are located in a Non-Special Flood Hazard Area (X flood zone).

Any and all goals and/or projects are at the mercy of limited funding as revenue to the County has been and continues to be less than what is needed. The County utilized grants and match funding to fund project priorities.

F. Community Rating System (CRS)

Through the determination of BOCC to enforce the regulations that govern flood protection and the daily performance of their duties by the staff of the Planning Department, Building Department, Public Works Department, GIS, and Emergency Management Department; the County maintains a CRS Class 8 rating.

2014 Floodplain Management Progress Report

Page 4 of 5

This rating is translated into lower premium cost for flood insurance. NFIP Flood Insurance policies within an A or V flood zone receive a reduction of 10%. Policies within an X flood zone, receive a reduction of 5%. Even with the 2014 Homeowner Flood Insurance Affordability Act (HFIAA) revisions to the Biggert-Waters Act of 2012, the county CRS program has not lost its importance if flood insurance is to remain financially feasible. The Annual Public Outreach letter to the Repetitive Loss Areas sent by mail and posted on the County Website contains FEMA information sheets addressing the 2014 HFIAA revisions to the NFIP Reform Act of 2012.

As a condition for CRS rate reductions, the local government participant is subject to a yearly recertification that must be completed and filed by October 1st of each year, except for every fifth year. Every fifth year an onsite audit by an Insurance Service Office (ISO) CRS Specialist will take place to confirm all credit activities are still valid. In 2016, Gulf County will be subject to and complete a fifth year recertification audit. The 2016 audit will have to comply with the 2013 CRS Coordinator's Manual that changes the scoring of several categories. The staff is continuing the transition to the 2013 CRS guidelines.

G. Homeowner Flood Insurance Affordability Act in 2014

This bill was signed into law by President Obama on March 21, 2014. The law repeals and modifies certain provisions of the Biggert-Waters Flood Insurance Reform Act of 2012, and makes additional changes to the NFIP that the program did not cover. This was also designed to give policy holders a relief to what they were experiencing as, "actuary rates." It is highly suggested that you check with your insurance agent to monitor your flood insurance policy for changes. Fact sheets and other printed information is available as part of the Annual Outreach Letter located on the County Web Page, Building Department, and the Planning Department. The County staff has been thorough in making the public aware of the potential impacts this may cause in the future.

H. Recommendations

With the recent spike in our local economy related to residential construction and tourism, the Floodplain Administrator recommends to the BOCC to continue efforts in the following areas:

1. County Grant/EDC Department continue to seek grants or assistance to mitigate flooding issues within the County;
2. Public Works Department continue maintaining operational projects such as culvert permitting, ditch cleaning, swale maintenance as part of flood and stormwater control, and to continue the use of work orders to track maintenance projects related to floodplain management;
3. Emergency Management Department, Planning Department and Building Department to continue to implement the Florida Building Code, Local Mitigation Strategy (LMS), Comprehensive Emergency Management Plan (CEMP), Land Development Regulations (LDR), and Flood Ordinance as applicable to insure the health and safety of the County from flood events through preparedness, protection, and mitigation;
4. Recommended that the most recent efforts in implementing the LMS update follow FEMA procedures to insure the document will be accepted by FDEM. This action is recommended due to the LMS being a unique document for the State of Florida and be fit to qualify for additional credits related to CRS and the NFIP;
5. Fund the Emergency Notification System to alert the public of an emergency such as flash flooding, river flooding, dam safety warnings, and flooding due to coastal surge.

I. Status of Recommendations

1. Progress for this recommendation is totally dependent on funding and affordability and the willingness for an individual to apply for mitigation. Mitigation can be very expensive in which makes it less desirable for property owners to contribute the matching dollars to fund mitigation projects.
2. The County continues to maintain stormwater as funds and personnel are available. Many stormwater facilities are subject to regulatory agencies requiring permits before any work is done and many of the facilities are difficult to permit. The continued requirement for culvert permits allows the Public Works Department to maintain stormwater controls along county right-of-ways.
3. Preparedness, protection, and mitigation are fulfilled as funding is available. Accomplished goals/projects are part of the updating process, as well as adding new projects as they are identified and incorporated by priority into the LMS. A final review of our LMS is currently being completed by Florida Division of Emergency Management. A final adoption by the City's and the BOCC should take place this fall.
4. The BOCC continues to budget the Emergency Notification System despite the difficult revenue limitations the BOCC is experiencing.
5. These projects are expensive and beyond the County to fund through general funds. The County therefore must seek outside assistance to fund the projects and has submitted the scope of work to several agencies for grant funding or as mitigation projects.

Additional Information

Should the BOCC or public have any questions concerning flood plain management, please contact the Planning Department. Should your question be beyond our knowledge, we will seek or direct you to State and FEMA experts to get an answer to your question.

Accepted and Approved by the Gulf County Board of County Commissioners (BOCC) on August 25, 2015.

Ward McDaniel, BOCC Chairman

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

Section 1. Community Data

If there are any changes or corrections to the information in this section, please line out the old item and write in the correction so it is not overlooked.

[PLEASE HIGHLIGHT ALL CHANGES TO THIS PAGE]

Community: Gulf County State: FL NFIP Number: 120098

Recertification Date: 10/01/2015

Chief Executive Officer:

Name: Ward McDainiel Title: Chairman, Board of Gulf County Commissioners

Address: 1000 Cecil G. Costin Boulevard, Port St. Joe, FL 32456

CEO's Phone: (850) 229-6106 Fax: (850) 229-9252

CEO's E-mail: commissioner2@gulfcounty-fl.gov

CRS Coordinator:

Name: Brett Lowry Title: Planner/Floodplain Administrator

Address: 1000 Cecil G Costin Boulevard, Room 311, Port St. Joe, FL 32456

Coordinator's Phone: (850) 227-9562 Fax: (850) 227-9563

Coordinator's E-mail: blowry@gulfcounty-fl.gov

We are maintaining, to the best of my knowledge and belief, in force all flood insurance policies that have been required of us as a condition of federal financial assistance for insurable buildings owned by us and located in the Special Flood Hazard Area shown on our Flood Insurance Rate Map.

Section 2. Certification

I hereby certify that this community is continuing to implement the activities noted below as credited under the Community Rating System and described in our original application and subsequent modifications.

Signed: _____
Community CEO

Date: _____



GULF COUNTY EMERGENCY MANAGEMENT

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

INTEROFFICE MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MARSHALL NELSON

DATE: AUGUST 18, 2015

SUBJECT: **RESOLUTION**
GULF COUNTY LOCAL MITIGATION STRATEGY PLAN
ADOPTION

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:09

The Gulf County Local Mitigation Strategy (LMS) Plan has been granted approval by the Florida Division of Emergency Management pending adoption by the County, City of Port St. Joe and the City of Wewahitchka. In order for our plan to be officially approved by FEMA we must submit resolutions from each participating jurisdiction adopting the LMS plan.

Therefore, by this memo we are requesting board approval of the attached resolution adopting the 2015 Gulf County Local Mitigation Strategy (LMS) Plan.

If you have any questions or need additional information do not hesitate to call me at (850) 229-9110.

Attachment

CONSENT
DATE 8/25/15 HS
100

RESOLUTION NO. 2015-_____

WHEREAS, the Gulf County Board of County Commissioners created a Local Mitigation Strategy Task Force comprised of County and municipal representatives, private citizens, local and regional agencies involved in hazard mitigation activities, and agencies having authority to regulate development including businesses and other private and non-profit interests; and

WHEREAS, the Board charged the Task Force with the responsibility to assess the hazards facing the County and to identify initiatives designed to reduce the impact of those hazards, and

WHEREAS, the Task Force has completed the hazard assessment and has identified numerous initiatives designed to reduce the impact of future disasters; and

WHEREAS, the Task Force has incorporated their findings and recommendations into the *Gulf County Local Mitigation Strategy*; and

WHEREAS, the Board is committed to reducing the impact of hazards for all County residents; and

WHEREAS, the *Gulf County Local Mitigation Strategy* supports hazard mitigation actions throughout the entire County;

NOW, THEREFORE, BE IT RESOLVED the Gulf County Board of County Commissioners adopts the 2015 *Gulf County Local Mitigation Strategy Plan* to reflect the current need and citizen desire to identify and implement hazard mitigation initiatives that will reduce the County's susceptibility to numerous hazards. And, at the appropriate time, the Board will develop and submit funding proposals to the appropriate agencies to implement the hazard mitigation initiatives identified in the *Gulf County Local Mitigation Strategy Plan*.

ADOPTED this 25th day of August 2015.

BY: _____
WARD MCDANIEL, CHAIRMAN

ATTEST:

CLERK/DEPUTY CLERK

APPROVED AS TO FORM BY:

JEREMY NOVAK, ATTORNEY

BOARD OF COUNTY COMMISSIONERS GULF COUNTY, FLORIDA

1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6106/639-6700

FAX (850) 229-9252 • EMAIL: bocc@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAYS AT 9:00 A.M., E.T.

FILED FOR RECORD
REBECCA L. NORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:07

Memorandum

To: Gulf County Board of County Commissioners
From: County Commissioner McDaniel
CC: Administrator Don Butler
Clerk Rebecca Norris
Date: 8/18/15
Re: Proposed DOT Resolution of Support

Please accept for introduction and this County Commission's consideration of the attached proposed resolution of support to the Florida Department of Transportation regarding final routing of the Gulf Coast Parkway.

Adopted in open session this _____ day of _____, 2015.

Chairman of the Gulf County Board of County Commissioners Date _____

Attest to Chairman's signature: Deputy Clerk of Court Date _____

CONSENT
DATE 8/18/15 KS

**GULF COUNTY BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 2015-_____**

A RESOLUTION OF THE GULF COUNTY BOARD OF COUNTY COMMISSIONERS REQUESTING THE FLORIDA DEPARTMENT OF TRANSPORTATION'S ACKNOWLEDGMENT, COOPERATION AND ASSISTANCE TO GULF COUNTY IN ITS CONTINUED AND LONGSTANDING EFFORTS TO ADVOCATE AND SECURE THE REQUESTED "GULF COAST PARKWAY" AND TO PROMOTE AND HONOR THE ORIGINAL INTENT, PUBLIC POLICY AND APPROPRIATIONS FOR THE GULF COAST PARKWAY; REQUESTING FLORIDA DEPARTMENT OF TRANSPORTATION TO APPROVE, ACCEPT AND SUPPORT GULF COUNTY'S EFFORTS SOUGHT BY THIS RESOLUTION AND REQUEST; AND ACCEPTING RESPONSIBILITY FOR SAME.

WHEREAS, the Florida Department of Transportation (DOT) has ongoing road improvement projects and grant funding being utilized throughout the State of Florida for the enhancement of its roadways and infrastructure; and

WHEREAS, the Gulf County Board of County Commissioners ("Commission") has previously supported through unanimous resolutions for the past decade its continuous and unwavering support of the DOT's proposed regional transportation system improvement known as the Gulf Coast Parkway ("Parkway"); and

WHEREAS, Gulf County and the implementation of the Gulf Coast Parkway has received support both on national and local levels promoting the benefits to national security by creating U.S. 98 bypass around Tyndall Air Force base; and

WHEREAS, this Gulf Coast Parkway was intended under the Transportation Outreach Program to promote and enhance transportation for economically disadvantaged counties such as Gulf County and the Parkway development and planning was initiated by a \$25 million earmark in the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU); and

WHEREAS, this Commission has expressed and deemed appropriate its continued support for the past decade of the Parkway's development as an immediate means to stimulate Gulf County as an economically disadvantaged county and secure the financial support to promote economic growth through improved access to regional transportation routes; and

WHEREAS, this Commission has received the continued support and endorsement of the local and regional business community who remain dedicated to the recruitment and cultivation of new business and job growth in Gulf County and beyond, and

WHEREAS, this Commission has received the continued support and endorsement for the Parkway through the Apalachee Regional Planning Council and its Strategic Regional Policy

Plan as well as other state, regional and local economic development agencies and their strategic planning, and

WHEREAS, this Commission supports the Parkway construction to improve the access between Gulf County Enterprise Zones along CR 386 and US 98 and other major freight transportation routes to Bay County and US 231, and

WHEREAS, this Commission supports the Parkway construction and the specific recommended alignment 19 to facilitate and spur the economic growth that will come from the improved access to the developing Port St. Joe Port Authority, new Northwest Florida Beaches International Airport, regional transportation routes and the interconnection of alternative modes, and

WHEREAS, this Commission supports the Parkway construction to promote and enhance direct routing to and from for tourists traveling US 231 to reach vacation and recreation opportunities in south Gulf County; and

WHEREAS, this Commission supports the Parkway construction to also provide Gulf County and the region enhanced public safety from an alternative route for hurricane evacuation and quicker and safer access for emergency and recovery vehicles and personnel, and

WHEREAS, this Commission has reviewed the various Alternative Alignments and has most sought the input and recommendations of DOT officials to ensure and secure the preservation of multiple public purposes, appropriations and policies originally adopted in support of the Parkway and the Commission, and has determined that Alignment 19 would serve as the primary alignment.

NOW, THEREFORE BE IT RESOLVED, by the Gulf County Board of County Commissioners in Gulf County, Florida, in regular session this 25th day of August, 2015, as follows:

1. The Gulf County Board of County Commissioners hereby resolve and support following its most recent discussions with Florida Department of Transportation officials the implementation and selection of Alignment 19 of the alternate routes as the most ideal of the limited options presented to Gulf County and appropriate use of public funds that come closest to the original stated policies and purpose of the Gulf Coast Parkway; and
2. Be it further resolved the Commission has evaluated the remaining various alternative Alignments from the DOT and has deemed the Alternative Alignment 17 as the second most appropriate selection and option remaining to meet the original stated purposes to promote and develop Gulf County as an identified economically disadvantaged county; and
3. Be it further resolved a copy of this fully adopted resolution from Gulf County be furnished to the Florida Department of Transportation for introduction, review, acceptance and support.

DULY adopted this 25th day of August, 2015.

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

By: _____
Ward McDaniel, Chairman

ATTEST:

APPROVED AS TO FORM AND CONTENT

Clerk / Deputy Clerk

Jeremy T.M. Novak, Gulf County Attorney

(SEAL)

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 9:00 P.M., E.T.

Memorandum

To: Gulf County Board of County Commissioners
From: Jeremy T.M. Novak, County Attorney
CC: County Administrator, Don Butler
Date: 08/18/2015
Re: Gulf County, Florida v. BP, et al Disbursement Schedule

Pursuant to the direction and authority provided by the Gulf County Board of County Commission, special counsel Rhon Jones, Esq. on behalf of the Beasley, Allen, Crow, Methvin, Portis and Miles, P.C. law firm has secured the attached settlement and provided the proposed disbursement schedule for this board's final review and approval.

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:07

CONSENT
DATE 8/25/15 HS 106

Disbursement Schedule for Matter ID 201000008387
RE: GULF COUNTY, FLORIDA V. BP, ET AL. (GULF OF MEXICO SPILL)

22)

Amount of Settlement	\$ 751,126.00
Less Expenses	<u>\$ 25,000.00</u>
Net	\$ 726,126.00
•Less Attorney's Fee (33.00%)	<u>\$ 239,621.58</u>
Amount to be Disbursed	<u>\$ 486,504.42</u>
To:	
GULF COUNTY, FLORIDA	\$ 486,504.42

I, the undersigned, have read the foregoing disbursement schedule or had it read to me and fully understand it. I acknowledge that my attorneys handled my claim satisfactorily. I further acknowledge that the above disbursements were made pursuant to the agreement with my attorneys.

I acknowledge that I have been informed that income tax on part or all of the settlement funds may have to be paid and that I should contact an accountant or tax lawyer of my choice for advice regarding this matter. Beasley, Allen, et al has made no representation nor given any advice relating to taxes other than as stated above.

I also acknowledge that Beasley, Allen, et al has made no representation nor given any advice on the effect this settlement will have on any government benefit including, but not limited to, Social Security, Social Security Disability, SSI, Medicare, Medicaid, or Welfare benefits. I understand the sole responsibility for reporting this settlement to the respective agencies is mine.

I represent to my attorneys that I am not in any bankruptcy proceeding and that none of these settlement proceeds are subject to any bankruptcy proceeding. Further, I represent that these settlement proceeds are not subject to any medical, legal or other lien.

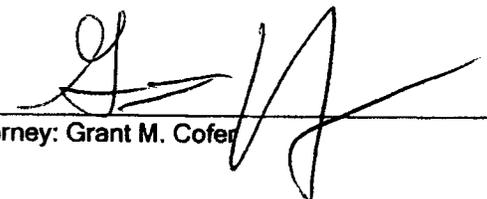
Dated: ____ day of _____, 2015

Gulf County, Florida

326 Reid Avenue
Port Saint Joe, Florida 32456

Sworn to and subscribed before me this the ____ day of _____, 2015.

NOTARY PUBLIC
My Commission Expires: _____



Attorney: Grant M. Cofer

**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 • FOURTH TUESDAY AT 9:00 P.M., E.T.

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
15 AUG 19 PM 2:04

Memorandum

To: Gulf County Board of County Commissioners
From: Jeremy T.M. Novak, County Attorney
CC: County Administrator, Don Butler
Date: 08/17/15
Re: Gulf County Conflict of Interest Policy

Following the review and analysis of the current Gulf County Personnel Policy in conjunction with meetings and work with the Gulf County Human Resources Director, the following policy is being submitted for this Board's review, consideration and discussion. Following this Board's review and discussion of the Gulf County Conflicts of Interest Policy and thereafter any public discussion or comment in accordance with Gulf County Public Speaking Ordinance 2013-07, it is the recommendation that this Board consider the following policy for approval and adoption.

PURPOSE:

The policy of the Board of County Commissioners of Gulf County shall be to seek the strict adherence to Part III of Florida Statute, Chapter 112 recited in part herein and whereby Gulf County employees shall review annually this Conflict of Interest Policy in conjunction with the relevant Florida Statute provisions.

The review of both policy and relevant Florida Statute shall not relieve employees of their continued annual obligation for strict compliance with this policy and state law, and the Board of County Commission instructs County personnel to seek proper direction and guidance should an issue or question arise under which they cannot determine the proper course of action or restrictions affecting their conduct while under the employ of Gulf County.

In addition to the standards declared throughout the Gulf County Personnel Policy, this Board finds and declares it is the responsibility of Gulf County employees to act in a manner that promotes public trust and confidence in government with complete transparency and honesty in their services, and to avoid even the appearance or perception of impropriety. To this end, the Conflict of Interest Policy, as stated herein, is applied to all county employees. The Policy is intended to set forth authority, policy, definition and procedures in accordance with Florida Statute and the Code of Ethics and provide direction to Gulf County personnel for proper conduct and the prohibition for and any and all conflicts of interest in performing their public service to Gulf County.

UPDATES:

Future updates to this policy will be the responsibility of the Board of County Commission with instruction to the County Administrator for recommendations and thereafter upon final adoption of any amendments by the Board of County Commissioners.

AUTHORITY:

Florida Statutes, Section 125.01 and 112, Part III, Code of Ethics for Public Employees.

GULF COUNTY CONFLICTS OF INTEREST POLICY:

I. Conflict of Interests. No employee shall use his-her position for unauthorized personal gain. Any conflict between personal interests and official responsibility is to be resolved by consciously avoiding possible conflicts or disclosing the basis of a possible conflict to a supervisor. The foregoing restrictions are not intended to stand in the way of active participation in community organizations or the pursuit of personal affairs by employees. Rather, these policies are aimed at insuring the public's business is faithfully and ethically executed.

II. Acceptance of Gifts. No employee or member of the employee's immediate family as defined elsewhere in these Rules and Regulations shall accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom the employee has official relationships on business of the Gulf County government. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that department heads and those identified by the County Administrator with contracting authority guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

(a) Notwithstanding the prohibition contained herein, the County Administrator may authorize the acceptance of meals, refreshments, and other gifts by designated County employees as specified below. The County Administrator may designate County employees who, incident to attending functions or traveling in their official capacities may be offered meals, refreshments, or other gifts. Except where prohibited under state or federal law, these employees may accept such meals, refreshments, or other gifts in compliance with conditions the County Administrator may establish by administrative order, including the following:

- i. Employees may accept meals, refreshments or other gifts upon determining that their non-acceptance would be detrimental to the interests of the County;
- ii. All gifts of a non-perishable nature that are received shall be deemed accepted by employees on behalf of the County, and the County Administrator (or his or her designee) shall determine how to use the gift for a public purpose or otherwise how to dispose of the gift; and
- iii. Employees shall, within thirty (30) days after receipt, inform the County Administrator, or her or his designee of the nature of the gift and the name of the donor.

(b) Notwithstanding the prohibition contained herein, employees may accept unsolicited perishable gifts delivered to them at their County office provided they:

- i. Promptly notify the donor in writing of the County's no-gift policy; and
- ii. Keep the perishable items in a common area of the County office where the items may be consumed by any County employee or member of the public visiting the office.

(c) Notwithstanding the prohibition contained herein, County employees who attend a conference, or visit any non-County office or premises, may accept beverages and snack items customarily made available to other attendees or visitors.

III. Outside employment. Employment outside the County employ is any paid employment performed by an employee in addition to his-her employment with the County. The following criteria shall apply to outside employment:

- (a) Such employment shall not interfere with the efficient performance of the employee's duties;
- (b) Such employment shall not involve a conflict of interest or conflict with the employee's duties;

(c) Such employment shall not involve the performance of duties which the employee should perform as part of his-her employment with the County;

(d) Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on either annual leave or compensatory leave, or contractually permitted.

(e) No employee granted permission to engage in outside employment shall work at said outside employment for a longer period of time than stated in his-her request for permission to engage in such employment or beyond that period approved by the Administrator, whichever is less. The Administrator reserves the right to revoke approval of outside employment if he or she later determines that such outside employment poses a conflict with or is incompatible with county employment.

(f) Any employee accepting outside employment under the terms of these Rules and Regulations shall make arrangements with the outside employer to be relieved from his-her outside duties if and when called for emergency service by the County.

(g) Requests for approval of outside employment must be reviewed and approved by an employee's department and the Director of Human Resources and thereafter approved by the Administrator.

IV. Other Countywide Policies: This policy should be utilized in conjunction with the Gulf County Personnel Policy, all other countywide policies, and regulations that address Gulf County employment.

V. Effective Date. This policy shall be effective upon the date of adoption.

VI. Codification. It is the intention of the Board of County Commissioners that the provisions of this policy adoption be codified and incorporated into the Gulf County Personnel Policy and any future amendments; and that sections of this policy may be renumbered or re-lettered or such other appropriate word or phrase in order to accomplish such intention.

Passed and duly adopted this _____ day of _____, 2015.

The foregoing policy was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and, being put to vote:

DULY PASSED AND ADOPTED THIS _____ day of August, 2015

ATTEST: Rebecca Norris
CLERK OF COURT

BOARD OF COUNTY COMMISSIONERS
OF GULF COUNTY

BY: _____
DEPUTY CLERK

BY: _____
Chairman Ward McDaniel

APPROVED AS TO CONTENT AND FORM:

BY: _____
Jeremy T.M. Novak, County Attorney