

BOARD OF COUNTY COMMISSIONERS

GULF COUNTY, FLORIDA

AGENDA	MARCH 26, 2013	TIME / PAGE NO.
1. Meeting Called to Order		9:00 a.m.
2. Consent Agenda		1-55
3. James Wiley – Day of Declaration		
4. Katie Herzog – Apalachicola Riverkeepers National Trail		
5. Bill Williams, Sr. – Mosquito Control, Control Burning and other issues		
6. Public Hearing – P.D.R.B. Recommendations March 18, 2013		56-57
7. County Staff Business		
8. Board Business		
9. 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

March 26, 2013

1. Minutes – February 25, 2013 – Emergency Management Planning Workshop 1
 - February 26, 2013 – Regular Meeting 2-10
 - March 5, 2013 – Emergency Meeting 11

2. Amended Budget Amendment #4 – General Fund (Amend the FY 2012-2013 budget for the General Fund by reducing Reserves for Infrastructure by \$189,949.71 and increasing expenditures for (A) \$179,149.71 Public Works Fund, (B) \$5,800.00 for County Extension for repair & maintenance, and (C) \$5,000.00 for the initial renovations of the old health department to convert to the new County Extension Office) 12-13

3. Contract Negotiations – UniFirst Corporation (Uniforms and supplies) 14-15

4. Invoices – Coast2Coast Printing & Promotions, Inc. – 2013 Visitors Guide (Invoice #8046 * \$22,678.53 * to be paid from Account #27452-47000) 16
 - The Ferguson Group, LLC – Federal Lobbyist (Invoice #0113570 \$149.87 * to be paid from Account #21111-31200) 17-22

 - UniFirst Corporation – Public Works (Invoice #2710039919 * \$19.06 * to be paid from Account #281712-52000 * Invoice #2710040427 * \$10.15 * to be paid from Account #28151912-52000 * Invoice #2710040431 * \$68.50 * to be paid from Account #281712-52000 * Invoice #2710040428 * \$54.76 * Invoice #2710040924 * \$54.76 * Invoice #2710040429 * \$55.38 * Invoice #2710040925 * \$55.38 * Invoice #2710040430 * \$43.38 * Invoice #2710040926 * \$43.38) 23-37

5. Lease Cancellation and Termination Agreement – Department of the Air Force (Cape San Blas Lighthouse and Keepers' Quarters) 38-41

6. Policy – Travel & Expense 42-54

7. Refund Request – Planning Department (Elizabeth Ivey * \$75.00) 55

FEBRUARY 25, 2013

PORT ST. JOE, FLORIDA

EMERGENCY MANAGEMENT PLANNING WORKSHOP

Emergency Management Director Nelson called an Emergency Management Planning workshop with the following people present: Commissioner Warren J. Yeager, Jr., Commissioner Ward McDaniel, County Attorney Jeremy Novak, Deputy Clerk Tracy Tharpe, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Emergency Management Director Marshall Nelson, E9-1-1 Coordinator Ben Guthrie, Extension Agent Roy Lee Carter, Fire Coordinator Brad Price, G.I.S. Director Scott Warner, Mosquito Control Director, Planner David Richardson, Public Works Director Joe Danford, Assistant Public Works Director Jake Lewis, Sheriff Mike Harrison, Sheriff's Office Lieutenant Chris Buchanan, Sheriff's Office Lieutenant Paul Beasley, Sheriff's Office Lieutenant Tim Wood, T.D.C. Executive Director Jennifer Jenkins, Dewayne McFarland, Greg Layfield, Bryce Thomas, and Zachary Hodges.

FLOODING

Emergency Management Director Nelson held a conference call with The National Weather Service. The Representative from the National Weather Service discussed the rain fall in the Panhandle. After the presentation, Emergency Management Director Nelson discussed the two rivers that the County will have to monitor, stating that the Apalachicola River at Blountstown is forecasted to crest at 25'. He reported that the water normally takes two days to reach the Cut-off area (Gaskin Park). Emergency Management Director Nelson also reported that the County will start road closures on Wednesday. Don Minchew, of the Wewahitchka Search and Rescue reported that they will place caution signs in the affected areas as needed. Emergency Management Director Nelson discussed the need to start planning for possible road blocks, possible evacuations, and sandbags. Public Works Director Danford reported they already have sandbags, barricades, and signage ready if needed. Don Minchew reported they will stage sandbags at the City Yard in Wewahitchka for the affected areas. Emergency Management Director Nelson discussed check point areas, and the possibility of using volunteers, stating check points are normally set up at Howard Creek, Willis Landing and Lake Grove Road. E9-1-1 Coordinator Guthrie reported that bottled water has been donated to the County. Emergency Management Director Nelson recommended for everyone to identify their cost for equipment, materials, labor, and take before and after pictures.

There being no further business, the workshop did then adjourn at 2:00 p.m., E.T.

FEBRUARY 26, 2013

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 Tynalin Smiley, Vice Chairman Ward McDaniel, and Commissioners Carmen L. McLemore, Joanna Bryan, and Warren J. Yeager, Jr.

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Sherry Herring, Deputy Clerk Kari Summers. Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Building Inspector George Knight, E.D.C. Director Barry Sellers, Gulf County Emergency Management Director Marshall Nelson, E9-1-1 Coordinator Ben Guthrie, Gulf County E.M.S. Director Houston Whitfield, Gulf County Extension Agent Roy Lee Carter, Maintenance Supervisor Steve Mork, Mosquito Control Director Mark Cothran, Planner David Richardson, Preble-Rish/County Engineer Clay Smallwood, III, Public Works Director Joe Danford, Assistant Public Works Director Jake Lewis, Sheriff Mike Harrison, and T.D.C. Director Jennifer Jenkins.

Sheriff Harrison called the meeting to order at 9:00 a.m., E.T.

Clerk Norris opened the meeting with prayer, and Chairman Smiley led the Pledge of Allegiance to the Flag.

CONSENT AGENDA

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

1. Budget Amendment – Public Works (Transfer \$179,149.71 from the Reserve for Infrastructure to Public Works Consolidation Fund * to cover past and future expenditures for the new Public Works Building construction)

Budget Amendment – General Fund (Reducing Reserves for Contingencies and Increasing expenditures for \$70,000.00 for County Development * Reducing Risk Management/HR Wellness and increasing expenditures for \$2,500.00 for BOCC Wellness) as follows:

**Budget Amendment #3
GENERAL FUND**

Amend the FY2012-2013 budget for the General Fund by reducing Reserves for Contingencies and increasing expenditures for \$70,000 for County Development, as approved by the BOCC on February 12, 2013. Additionally this Amendment will separate out the original \$20,000 from Aid to EDC/Chamber to \$10,000 EDC and \$10,000 Chamber as originally approved by the BOCC at the Budget Hearing on September 10, 2012 for the 2012-2013 Budget. As noted in the minutes of that hearing, \$46,400 was placed in Reserves for Contingencies for the purpose of Chamber/EDC.

	Original Budget	Increase	Decrease	Amended Budget
Reserves:				
99984-95000 For Contingencies	\$1,056,719.00	\$ 0.00	\$ 70,000.00	\$986,719.00
County Development:				
27152-82000 Aid to EDC	\$ 20,000.00	\$60,000.00	\$ 0.00	\$ 80,000.00
27152-82001 Aid to Chamber	\$ 0.00	\$10,000.00	\$ 0.00	\$ 10,000.00

Amend the FY2012-2013 budget for the General Fund by reducing Risk Management/HR Wellness and increasing expenditures for \$2,500 for BOCC Wellness as approved by the BOCC on January 8, 2013. This is for the contract with One Way Fitness Center to cover the BOCC's portion of the negotiated \$25.00 per employee contract price (BOCC responsibility is \$12.50 per employee).

	Original Budget	Increase	Decrease	Amended Budget
Risk Management/HR:				
22513-49002 Wellness	\$ 3,425.00	\$ 0.00	\$ 2,500.00	\$ 925.00
BOCC:				
21111-49002 Wellness	\$ 0.00	\$2,500.00	\$ 0.00	\$2,500.00

(End)

2. Invoices – UniFirst Corporation – Public Works (Invoice #2710035915 * \$10.00 * Invoice #2710037427 * \$10.00 * Invoice #2710037934 * \$10.00 * Invoice #2710038444 * \$10.00 * Invoice #2710038930 * \$10.00 * to be paid from Account #28151912-52000 * Invoice #2710037426 * \$19.06 * Invoice #2710037431 * \$68.50 * Invoice #2710037933 * \$19.64 * Invoice #2710038448 * \$68.50 * Invoice #2710038934 * \$68.50 * Invoice #2710036925 * \$19.06 * to be paid from Account #281712-52000 * Invoice #2710037938 * \$69.53 * to be paid from Account #28151911-52000 * Invoice #2710038445 * \$54.76 * Invoice #2710038931 * \$54.76 * Invoice #2710038446 * \$55.38 * Invoice #2710038932 * \$55.38 * Invoice #2710038447 * \$43.38 * Invoice #2710038933 * \$43.38)

3. Travel – Commissioner Warren J. Yeager, Jr., (FAC Leadership and Governance Workshop * February 7th Lake County * March 14th Palm Beach County * April 4th Leon County Legislative Day * May 2nd Orange County * June 6th Pinellas County)

(End)

CAPE SAN BLAS LIGHTHOUSE – UTILITIES

Deputy Administrator Lanier called for Mr. Jay Rish to appear to speak on Cape San Blas Lighthouse utilities. Mr. Rish was not present. No discussion followed.

RESTORE ACT

John Comer of Port St. Joe appeared before the Board to discuss his concerns regarding the Restore Act. He presented a handout to the Board for review regarding the Florida Constitution.

P.D.R.B. RECOMMENDATIONS (FEBRUARY 18, 2013)

The Board then considered the following recommendations from the February 18, 2013 meeting of the Planning & Development Review Board:

VARIANCE APPLICATION – ELLIS C. SMITH

County Attorney Novak reported that the P.D.R.B. recommended tabling the variance application for Ellis C. Smith (Parcel ID #03806-085R * S31 T6S R11W). No action was taken by the Board.

VARIANCE APPLICATION – SPIRIT OF HOLINESS CHURCH

Pursuant to advertisement to hold a public hearing to consider a variance application for Spirit of Holiness Church (Parcel ID #02892-000R * S11, T7S, R10W), County Attorney Novak read the public hearing notice to approve an 8' encroachment into the road setback. Upon discussion by Commissioner McLemore, Joe Glass appeared before the Board to present photos for review and stated that they are requesting a 20' extension from the existing church wall toward the highway. He reported that the wall is 57' from the center line of the highway and this would leave 37' from the center line of the highway to the front of the new porch. He stated that they are also requesting approval to build a covered parking place on the right side of the church (West side), and an approach on the left side of the church so they can unload the senior citizens. Commissioner McLemore motioned to approve this request. Commissioner McDaniel seconded the motion for discussion. Upon inquiry by Commissioner Bryan, Commissioner McLemore stated that the motion is to approve to build 37' from the center line of the highway. Planner Richardson discussed the P.D.R.B. concerns regarding the variance and the overhead lines, stating that normally the Board maintains at least 10' from the right-of-way line. After further discussion, Commissioner Bryan discussed her concerns regarding the overhead power lines in the front of the church. After discussion, Jack Husband, of Southeastern Consulting Engineers appeared before the Board to report that there are no power lines on the North side of

the church and that Mr. Glass is requesting an additional 4' from what was originally proposed. After discussion by County Attorney Novak. Commissioner McLemore amended his motion not to exceed 13'. Commissioner McDaniel stated his second stands, and the motion then passed unanimously.

VARIANCE APPLICATION – MARS REAL ESTATE VENTURES, LLC

Pursuant to advertisement to hold a public hearing to consider a variance application for Mars Real Estate Ventures, LLC (Parcel ID #06345-810R * S25, T8S, R12W), County Attorney Novak read the public hearing notice to approve a 10' encroachment into the road setback to meet the D.E.P. Coastal Construction Line permitting requirements. Commissioner McLemore motioned to approve this recommendation. Commissioner Yeager seconded the motion, and it passed unanimously.

VARIANCE APPLICATION – RUBY G. GRIFFIN

Pursuant to advertisement to hold a public hearing to consider a variance application for Ruby G. Griffin (Parcel ID #03806-005R * S31, T6S, R11W), County Attorney Novak read the public hearing notice to approve to use 7½ ' next to Light Keepers Drive for an encroachment into the road setback. Commissioner Yeager motioned to approve this recommendation. Commissioner Bryan seconded the motion, and it passed unanimously.

SECOND PUBLIC HEARING – ANIMAL CONTROL ORDINANCE

County Attorney Novak discussed the summary of the comments from the First Public Hearing regarding the proposed Animal Control Ordinance which was held on February 12, 2013. Pursuant to advertisement to hold a public hearing to consider adoption of a proposed animal control ordinance, County Attorney Novak reported that this is the Second Public Hearing regarding the proposed animal control ordinance. Commissioner McLemore discussed his concerns regarding the permitting fees. Chairman Smiley called for public comment. Upon inquiry by Commissioner McDaniel, Sandy Christy of the St. Joseph Bay Humane Society appeared before the Board to report that the St. Joseph Bay Humane Society does not receive any funds from the fees collected under this ordinance. She discussed the permitting fee that is required for over seven animals which is in excess of four months of age. Ms. Christy also discussed some of the concerns regarding feral animals, and recommended the Board change the language regarding this section. She then discussed Animal Control Officer Roland Jones' concerns regarding the rabies section of the proposed ordinance. After discussion by Ms. Christy, Commissioner McDaniel discussed his concerns regarding the enforcement of the proposed ordinance. County Attorney Novak reported that the issue with enforcement has been discussed during the sub-committee's meetings. Chairman Smiley called for additional public comment. Nancy Laced of Port St. Joe appeared before the Board to request that the Board adopt the new language set forth today. She discussed her concerns regarding the feral animals section of the proposed ordinance and cruelty to animals. Commissioner McDaniel discussed his concerns regarding cruelty to animals. Gary Gibbs of Mexico Beach appeared before the Board on behalf of Carolyn and Leon Lee to discuss their concerns regarding the kennel permitting fee. Commissioner Yeager recommended that the Animal Control Committee

address these issues and bring a recommendation back to the Board. County Attorney Novak stated that these issues will be presented to the sub-committee for review and a final hearing will be scheduled once changes have been made

TRAVEL – COMMISSIONERS

Clerk Norris stated that at the last Board meeting Commissioner Bryan requested some travel information for the previous two years, and reported that the Finance Department is currently working on this request.

TOURIST DEVELOPMENT COUNCIL – SPECIAL FUNDING PROGRAM

T.D.C. Executive Director Jenkins appeared before the Board to report that on Monday, March 4th will start the Sponsorship and Special Funding Program for 2013-14, stating the packet will be posted on www.visitgulf.com. She stated that an open workshop will be held on Friday, March 8th at the T.D.C. office.

TOURIST DEVELOPMENT COUNCIL – SEARCH ENGINE MARKETING

T.D.C. Executive Director Jenkins reported at the November 13, 2012 Regular Board Meeting the Board approved how to complete spending the funds from B.P., stating one was for search engine marketing, in the amount of \$15,000.00, and this will be complete in house (sole source through Google) and recommended permission to continue on search engine marketing from April through September (in budget) with a cost not to exceed \$3,500.00 per month. Commissioner Yeager motioned to approve this recommendation. Commissioner McDaniel seconded the motion, and it passed unanimously.

TOURIST DEVELOPMENT COUNCIL – NAVIGATE MEDIA PROGRAM

T.D.C. Executive Director Jenkins appeared before the Board to report that the Navigate Media Program has been pushed back to mid February due to inclement weather and that the program will continue through mid April.

AWARD BID #1213-08 – F.E.M.A. PIPE

Upon recommendation by Public Works Director Danford, Commissioner Yeager motioned to award Bid #1213-08 for F.E.M.A. pipe to H.D. Supply Waterworks (only bidder), in the amount of \$15,726.80, to be paid from Secondary Road & Bridge Funds. Commissioner McLemore seconded the motion, and it passed unanimously.

NORTH FLORIDA FLOOD/LOCAL STATE OF EMERGENCY

Emergency Management Director Nelson stated that the County received a lot of rain over the past several weeks, and the flood plains and rivers are already saturated. He reported that Wewahitchka had over 11" of rain since last Friday, stating that the Apalachicola River at Blountstown is expected to reach 25' and the Chipola River is expected to reach 28'. Emergency Management Director Nelson discussed the need to start preparation, stating that sandbags will be located at the Howard Creek Fire Department, Dalkeith Fire Department, and the City of Wewahitchka Public Works. Upon recommendation by Emergency Management Director Nelson, Commissioner Yeager motioned to declare a Local State of Emergency. Commissioner McDaniel

seconded the motion, and it passed unanimously. He reported that the E.O.C. will be activated to a Level II with operations from 7:00 a.m. to 7:00 p.m. He discussed the emergency notification program and encouraged residents to register online under the E.O.C. website. Upon request by Commissioner McDaniel, Emergency Management Nelson stated that residents can contact the E.O.C. at 850-229-9110 or 850-229-9111.

COMMUNITY RATING SYSTEM

Planner Richardson discussed Pages 62-65 of the Information Packet (Community Rating System Certification), stating this is good for five years and it maintains the County's eight rating.

ADVERTISE FOR BIDS – INMATE COMMISSARY AND PHONE SERVICE

Jail Administrator Hammond requested approval to advertise to receive sealed RFQs for the inmate commissary and the inmate phone service. Commissioner McLemore motioned to approve this request. Commissioner Yeager seconded the motion, and it passed unanimously.

ADVERTISE FOR PUBLIC HEARING – HOMESTEAD EXEMPTION ORDINANCE

County Attorney Novak discussed a proposed ordinance regarding the additional homestead exemption which passed on Amendment 11 during the November, 2012 General Election, and requested approval to advertise for a public hearing. County Attorney Novak read the proposed ordinance by title. Commissioner Yeager motioned to approve the advertisement process regarding the proposed homestead exemption ordinance. Commissioner Bryan seconded the motion, and it passed unanimously.

LEASE AGREEMENT – INDUSTRIAL PARK

County Attorney Novak reported the Industrial Park Lease was provided to the proposed tenant, and the Right of First Refusal will be offered to the commercial tenant after the expiration of their tenancy on the property.

LEASE AGREEMENT – WILLIS LANDING

County Attorney Novak discussed speaking with St. Joe Company to obtain an executed addendum to add Willis Landing to the Odena Boat Ramp Lease Agreement for the purpose to exercise and explore grant funding. He reported St. Joe Company has agreed to the addendum, stating if the Board signs the addendum this year both sites will sunset in twenty-five years. <Clerk Norris left the meeting at 10:05 a.m.>

MEDICAL EXAMINER – APPOINTEE

Chief Administrator Butler discussed Pages 4-5 of the Information Packet and recommended that the Board re-appoint the current medical examiner. Commissioner Yeager motioned to approve this recommendation with the caveat to discuss the budget. Commissioner McLemore seconded the motion, and it passed unanimously. Upon inquiry by Commissioner McDaniel, Chief Administrator reported that the current budget is approximately \$46,000.

RESTORE ACT COMMITTEE – RESIGNATION

Chief Administrator Butler discussed his concerns regarding same staff members, Commissioners, and citizens serving on various committees. After further discussion by Chief Administrator Butler, Commissioner Yeager discussed his concerns regarding having an elected official at every Restore Act Committee meeting, and recommended to allow staff from each entity to attend. Commissioner Yeager then stepped down from the Restore Act Committee in order to allow staff to oversee the County's interest. Commissioner Yeager motioned to resign from service on the Restore Act Committee and appoint Chief Administrator Butler to Chair this committee. Commissioner McDaniel seconded the motion, and it passed unanimously. Chief Administrator Butler reported that there is one vacancy on the Restore Act Committee and applications are available on the County's website.

SHERIFF'S OFFICE – FLOOD ISSUES

Sheriff Harrison discussed the preparations ahead due to the flood, stating his office will be working closely with County personnel.

ECONOMIC DEVELOPMENT COUNCIL

Commissioner Bryan discussed the vote at the previous meeting regarding E.D.C., and requested that Guerry Magidson appear before the Board to give an update. Guerry Magidson appeared before the Board to give an update on the E.D.C., stating he has talked to a lot of people about serving on the Gulf County Economic Development Alliance, Inc. Board. He reported they have filed with the State of Florida, Gulf County Economic Development Alliance, Inc. as the operating entity. Mr. Magidson also reported that Jerry Gaskin, Steve Newman, Loretta Costin, and Anna Duren have agreed to serve on the G.C.E.D.A. Commissioner Bryan stated Mr. Magidson has done a great job moving quickly and taking action on what the Board requested. She then requested for County Attorney Novak to work with Mr. Magidson to draft an agreement. Upon inquiry by Commissioner McDaniel, Mr. Magidson reported that he selected the members to serve on the G.C.E.D.A. and the Board has not met to elect officers at this time. After discussion, Commissioner Bryan stated the Board approved for Mr. Magidson to form this Board at the last Board meeting. Further discussion followed by members of the Board. Upon inquiry by Commissioner McDaniel, Mr. Magidson reported that E.D.C. is under the Chamber of Commerce and the Chamber has a contract with E.D.C. Director Sellers. Upon inquiry by Commissioner McDaniel, Mr. Magidson stated a new contract is in the process of being written with the new organization (G.C.E.D.A.). E.D.C. Director Sellers appeared before the Board to discuss working with the Gulf County Economic Development Alliance, Inc. and the proposed contract. Mike Hobson, of P.M.C.S. and Polar Matic appeared before the Board to discuss moving his company to Gulf County (2 ½ two and a half years ago, with (12) twelve employees and a payroll of approximately \$400,000.00. He stated he was brought to Gulf County by the E.D.C. (Ed Nelson), and E.D.C. Director Sellers has been helping him to expand his business. Discussion followed by members of the Board.

HONEYVILLE COMMUNITY CENTER FEE WAIVER-FL BASS ASSOCIATION

Commissioner McLemore reported that the Florida Bass Association will be in Gulf County on March 22, 2013, and they are requesting a fee waiver for the use of the Honeyville Community Center. T.D.C. Executive Director Jenkins reported that T.D.C. will contact this entity regarding the Special Funding Program. Commissioner McLemore motioned to waive the fee for the use of the Honeyville Community Center and allow T.D.C. to contact the Florida Bass Association regarding the Special Funding Program. Commissioner McDaniel seconded the motion, and it passed unanimously.

ECONOMIC DEVELOPMENT COUNCIL

Upon discussion by County Attorney Novak, Commissioner Bryan motioned to allow County Attorney Novak to work with Guerry Magidson and the G.C.E.D.A. regarding the agreement as the County's Economic Development Agent. Commissioner McDaniel seconded the motion, and it passed unanimously.

PURCHASE OPTION – INDUSTRIAL PARK

County Attorney Novak discussed recommendations regarding the incentive to lease/purchase the Industrial Park, stating the recommendation is 10% of the final net lease payment over the five years. Commissioner Bryan motioned to offer this recommendation to the commercial tenant. Commissioner Yeager seconded the motion for discussion. Commissioner McLemore stated for the record that he is not in favor of selling the Industrial Park. After further discussion, the motion then passed unanimously.

BUDGET COMMITTEE – APPOINTEE

Upon discussion by Commissioner Yeager, Commissioner McLemore motioned to appoint Commissioner McDaniel to serve on the Budget Committee. Commissioner Yeager seconded the motion, and it passed unanimously.

RECYCLE PROGRAM

Commissioner Yeager reported he was contacted by residents regarding the need for a recycle program, stating that Waste Management has submitted some proposals regarding this issue. He requested approval from the Board to forward this information to Chief Administrator Butler for further review and allow Waste Management to come before the Board to make a presentation. The Board has no objection.

TRI-COUNTY AGRICULTURE COMPLEX

County Extension Agent Director Carter and Tri-County Agriculture Committee Member Charlie Norton appeared before the Board to request help with the Tri-County Agriculture Complex located in Calhoun County. He requested for the Board to allow the County to send two dump trucks for two days to help assist Calhoun County and Liberty County in hauling dirt to the complex. After discussion by Chief Administrator Butler, Commissioner McLemore motioned to approve this request. Commissioner Yeager seconded the motion, and it passed unanimously.

COUNTY EXTENSION AGENT OFFICE – CONFERENCE ROOM

Commissioner McDaniel reported the Gulf County Extension Office hosted 15 Counties last week, and discussed the need for completing the conference room. Commissioner McDaniel motioned to complete the renovations to the Gulf County Extension Agent Conference Room, in the amount of \$5,800.00. Commissioner McLemore seconded the motion. Upon inquiry by Finance Officer Herring, Chief Administrator Butler recommended that the funds be paid from the Infrastructure Fund by Budget Amendment. Commissioner McDaniel then amended his motion to include the renovations, in the amount of \$5,800.00 to be paid from the Infrastructure Fund. The motion then passed unanimously. Chairman Smiley discussed his concerns regarding the Maintenance Department Staffing and the various projects in progress.

There being no further business, and upon motion by Commissioner McLemore, second by Commissioner Yeager, and unanimous vote, the meeting did then adjourn at 10:59 a.m.. E.T.

**TYNALIN SMILEY
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**

MARCH 5, 2013
PORT ST. JOE, FLORIDA
EMERGENCY MEETING

The Gulf County Board of County Commissioners met this date in emergency session with the following members present: Chairman Tynalin Smiley, and Commissioners Carmen L. McLemore, and Johanna Bryan. <Commissioners Ward McDaniel and Warren J. Yeager, Jr. were absent.>

Others present were: County Attorney Jeremy Novak, Clerk Finance Officer Sherry Herring, Deputy Clerk Kari Summers, Assistant Administrator Michael Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Emergency Management Director Marshall Nelson, Grant Writer Towan Kopinsky, Maintenance Supervisor Steve Mork, Mosquito Control Director Mark Cothran, Planner David Richardson, and T.D.C. Director Jennifer Jenkins.

Chairman Smiley called the meeting to order at 9:00 a.m., E.T.

PROCLAMATION – LOCAL STATE OF EMERGENCY

Emergency Management Director Nelson reported the rivers are starting to fall, with the problem at this time being the mosquitoes. He requested the Board to reinstate the Local State of Emergency and give the Chairman the authority to declare a Local State of Emergency in the future if needed. Commissioner McLemore motioned to approve this request. Commissioner Bryan seconded the motion, and it passed unanimously (3-0). Emergency Management Director Nelson viewed a video on the mosquito population. Commissioner McLemore discussed that Mosquito Control Director Cothran had this same problem last year; stating he did a great job protecting the citizens. Commissioner McLemore requested for Mosquito Control Director Cothran to stay in close contact with the State on this issue.

There being no further business, and upon motion by Commissioner McLemore, second by Commissioner Bryan, the meeting did then adjourn at 9:07 a.m., E.T.

TYNALIN SMILEY
CHAIRMAN

ATTEST:
REBECCA L. NORRIS

**Amended Budget Amendment
#4**

GENERAL FUND

Amended for intra-fund transfer, rounding, and date*

Amend the FY2012-2013 budget for the General Fund by reducing Reserves for Infrastructure by \$189,949.71 and increasing expenditures for (A) \$179,149.71 for Public Works Fund 104 for Buildings, as approved by the BOCC on February 26, 2013. This will fund past and future expenditures for the Public Works building construction. (B) \$5,800 for County Extension for Repair & Maintenance: Bldg & Grds also approved on February 26, 2013. This will fund the renovation of the conference room at the county Extension Office/Old Health Dept. (C) \$5,000 for the initial renovations of the old health department to convert it to the new County Extension Office as approved on September 11, 2012.

	Original Budget	Increase	Decrease	Amended Budget
Reserves:				
99984-95002 Res for Infrast. Fund	\$ 487,450.00	\$ 0.00	\$ 189,950.00	\$ 297,500.00
*Intra-Fund Transfer Out:				
21181-92000 Intra-Fund Trans				
Out PW	\$2,632,549.00	\$179,150.00	\$ 0.00	\$ 2,811,699.00
County Extension (note B & C):				
63237-46100 R & M Bldg & Grds	\$ 0.00	\$ 10,800.00	\$ 0.00	\$ 10,800.00
*Intra-Fund Transfer In:				
04381-92000 Intra-Fund Trans				
In PW	\$2,632,549.00	\$179,150.00	\$ 0.00	\$ 2,811,699.00
Public Works (note A):				
281513-62000-BLDG Buildings	\$ 0.00	\$179,150.00	\$ 0.00	\$ 179,150.00

MOSQUITO CONTROL

Amend the FY2012-2013 budget for the Mosquito Control Fund 103 by reducing Capital: Buildings > \$25,000 and increasing Operating Expenses by \$3,380 as adjusted in the State of Florida Budget approved by BOCC Chairman on 10/25/12. There is no change to the overall budget. Line items are being amended to reflect the State approved budget.

	Original Budget	Increase	Decrease	Amended Budget
Mosquito Control:				
42362-62001 Buildings>\$25k	\$ 83,880.00	\$ 0.00	\$ 3,380.00	\$ 80,500.00
42362-52000 Oper. Exp	\$ 0.00	\$ 3,380.00	\$ 0.00	\$ 3,380.00

BCC APPROVED

DATE _____ D.C. _____

**Budget Amendment
#4**

GENERAL FUND

Amend the FY2012-2013 budget for the General Fund by reducing Reserves for Infrastructure by \$189,949.71 and increasing expenditures for (A) \$179,149.71 for Public Works Fund 104 for Buildings, as approved by the BOCC on February 26, 2013. This will fund past and future expenditures for the Public Works building construction. (B) \$5,800 for County Extension for Repair & Maintenance: Bldg & Grds. This will fund the renovation of the conference room at the county Extension Office/Old Health Dept. (C) \$5,000 for the initial renovations of the old health department to convert it to the new County Extension Office as approved on September 11, 2012.

	Original Budget	Increase	Decrease	Amended Budget
<i>Reserves:</i>				
99984-95002 Res for Infrast. Fund	\$ 487,450.00	\$ 0.00	\$ 189,949.71	\$ 297,500.29
<i>(A) Public Works :</i>				
281513-62000-BLDG Buildings	\$ 0.00	\$179,149.71	\$ 0.00	\$ 179,149.71
<i>(B & C) County Extension:</i>				
63237-46100 R & M Bldg & Grds	\$ 0.00	\$ 10,800.00	\$ 0.00	\$ 10,800.00

MOSQUITO CONTROL

Amend the FY2012-2013 budget for the Mosquito Control Fund 103 by reducing Capital: Buildings > \$25,000 and increasing Operating Expenses by \$3,380 as adjusted in the State of Florida Budget approved by BOCC Chairman on 10/25/12. There is no change to the overall budget. Line items are being amended to reflect the State approved budget.

	Original Budget	Increase	Decrease	Amended Budget
<i>Mosquito Control:</i>				
42362-62001 Buildings>\$25k	\$ 83,880.00	\$ 0.00	\$ 3,380.00	\$ 80,500.00
42362-52000 Oper. Exp	\$ 0.00	\$ 3,380.00	\$ 0.00	\$ 3,380.00

BCC APPROVED
DATE 3/12/13 D.C. 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: SECOND AND FOURTH TUESDAYS AT 9:00 A.M., E.T.

MEMORANDUM

TO: GULF COUNTY BOCC
FROM: LYNN LANIER, DEPUTY ADMINISTRATOR
RE: UNIFORM CONTRACT
DATE: MARCH 20, 2013

I request permission to negotiate a contract between the Gulf County BOCC and Unifirst Corporation, for the uniform contract for Public Works, in cooperation with Joe Danford. We bid this service in 2012, Bid # 1112-17, and received no bids.

Prior to this bid, Unifirst bought out Riverside Uniforms, the company we were under contract with to provide this service. We haven't entered into a contract to date, due to some dissatisfaction with the service we have received. Unifirst has changed some of their employees that service our account and things seem to be better so far.

Request is to allow negotiation of a contract for uniforms and supplies, contingent upon the Chief Administrator and County Attorney approval. There will be no contract amounts accepted that are more than the current rates paid, without coming back to the board for approval.

If you have any questions or need anything further, please do not hesitate to contact me.

Thank you.

BCC APPROVED

DATE _____ D.C. _____

2013 MAR 20 PM 1:25

3/26/13 4

create for
 2/19/12
 4/13/12
 2/2

uniforms

BID TABULATION SHEET

BID #11112-17

PROJECT: Uniforms and cleaning of same for
 the Public Works Department

COMPANY NAME	Base Bid	Alternate #1	Alternate #2
No Bids Received			

Dei Summers
 Deputy Clerk
 4/30/12
 Date

ASH
 BCC Representative
 4/30/12
 Date

**COAST2COAST PRINTING
& PROMOTIONS, INC**

306 Williams Avenue
Port St Joe, FL 32456

Invoice

Date	Invoice #
1.31.2013	8046

Bill To
Gulf County IDC 150 Captain Fred's Place Port St Joe, FL 32456

Ship To

P.O. Number	Terms	Due Date	Rep
8770		1.31.2013	SK

Quantity	Description	Price Each	Amount
1	Gulf County 2013 Visitors Guide - Invoice 2 of 2 Printing charges for the 2013 Gulf County Visitors Guide - total of 85,000 guides: 64 pages and 4 page cover for a total of 68 pages 8.5" x 11" folded (finished size) 80# Matte cover weight for outside cover and 80# Matte book weight for inside pages 4-4 full-color throughout with bleeds and Matte UV coating on outside cover Composite proofs and Epson hard copy proof and press proof (included in cost) Saddle Stitch on 11" side Shipping to one location (included in cost) Total cost of job is \$55,700. 50% due to begin production and the final 50% due when ready to ship from our print facility. 10% discount	27,850.00	27,850.00
1	Charge for customer requested alteration edits	175.00	175.00
1	Next day shipping & handling of live cases for the Bridal Show	223.53	223.53

2013 MAR 18 AM 7:21

2013 MAR 20 PM 1:21

We appreciate your business!

Subtotal	\$22,678.53
Sales Tax (0.0%)	\$0.00
Total	\$22,678.53
Payments/Credits	\$0.00
Balance Due	\$22,678.53

850-229-2222

APPROVED FOR PAYMENT
Date 3/18/2013 D.H. [Signature]
Acct. # 27452-47000

BCC APPROVED
DATE _____ D.C. _____

3/26/13 LL



1110 Connecticut Avenue, NW
Suite 100
Washington, D.C. 20036
202.331.8500
202.331.1598 fax

V# 6078
2013-01-31 AM 10:21

Invoice Number 0113570
Invoice Date January 31, 2013
PO Number
Contract
Project 0711-GULFCOUNTY
Page 1 of 1

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

Manager Valerie L. Gelnovatch

		Current Amount
REIMBURSABLE EXPENSES		
Telephone	ALLIEDTELE 01/13 Internet	9.52
Telephone	ATTFG Nov 12/Dec 12	133.13
Telephone	PAETEC Dec 2012	7.22
Invoice Total		<u><u>149.87</u></u>

This invoice is due upon receipt

Please return yellow copy with payment.

BCC APPROVED
DATE _____ D.C. _____

APPROVED FOR PAYMENT
DATE 3/5/13 BY PP
2111-31200

3/12/13 17 LL



FERGUSON GROUP
 ATTN: DARREL RICKETTS
 1130 CONN AVE NW STE 300
 WASHINGTON, DC 20036-3981

Page: 1 of 12 **18**
 Bill Cycle Date: 11/23/12 - 12/22/12
 Account: 825623896
 Foundation Account: FAN 02536130
 Invoice: 825623896X12282012

Visit us online at: www.att.com/business

Wireless Statement

Bill-At-A-Glance

Previous Balance	\$4,564.14
Payment - 11/28	\$2,212.21CR
Adjustments	\$0.00
Past Due - Please Pay Immediately	\$2,351.93
New Charges	\$2,271.91
Total Amount Due	\$4,623.84
New Charges Due in Full by	Jan 17, 2013

Family savings, family solutions.



FamilyTalk® lets you share Rollover Minutes® and more

AT&T FamilyMap™ lets you locate family members

AT&T Smart Limits for Wireless™ lets you block calls and limit phone use

Add a line today!
1-855-667-3288, att.com/familysolutions
or visit your local AT&T retail store.

Service Summary

Service	Page	Total
Account Charges	1	\$1,159.56
Wireless	2	\$1,112.35
Total New Charges		\$2,271.91

Account Charges

BBBP10NTN20000UMMUNW - Includes VOICE PRIVACY, Message Waiting Ind, Direct Bill Detail, Call Waiting, Caller ID, Call Hold, Call Forward Immediate, Call Forward Conditional, Basic Voice Mail, Three Way Calling.

Monthly Charges - Dec 23 thru Jan 22

1. BBBP10NTN20000UMMUNW	1,075.00
2. National Account Discount	86.00CR
Total Monthly Charges	989.00

Other Charges and Credits

One-Time Charges

Date	Description	
3. 12/22	Late Payment Charge	5.00

Surcharges and Other Fees

4. DC Cellular Surcharge Non-Residential	114.42
5. Federal Universal Service Charge	51.14
Total Surcharges and Other Fees	165.56

Total Other Charges & Credits **170.56**

Total Account Charges **1,159.56**

How to Contact Us:

For questions about your account: 1 800 331-0500
 or 611 from your cell phone
 or Deaf/Hard of hearing TTY: 1 866 241-6567
 Visit us online at www.att.com

For Important Information about your bill, please see the **News You Can Use** section (Page 11).

Invoice Amount \$2,271.91

Cell Phone Allocation

From 11/23/2012 to 12/22/2012

19

Clients	Hours Worked	Ratio	Amount per Client
0001 The Ferguson Group	17.60	4.24%	\$96.42
0004 Family Farm Alliance	3.50	0.84%	\$19.17
0007 James F McConnell	9.00	2.17%	\$49.31
0009 Kaweah Delta Water Conservation District	1.00	0.24%	\$5.48
0018 Imperial Irrigation District - Water	2.50	0.60%	\$13.70
0033 SSD - Sac County 5 Delta BDCP	1.50	0.36%	\$8.22
0033 SSD - Byron Bethany Irrigation Dist	0.20	0.05%	\$1.10
0053 SACOG	1.00	0.24%	\$5.48
0067 Broward County	12.20	2.94%	\$66.84
0076 Kings River Interests	2.60	0.63%	\$14.24
0078 Modesto & Turlock Irrigation Districts	4.70	1.13%	\$25.75
0082 Northern California Water Association	2.50	0.60%	\$13.70
0091 TFG Bus Dev	67.00	16.16%	\$367.06
0093 Glenn-Colusa Irrigation District	5.10	1.23%	\$27.94
0095 Friant Water Authority	6.20	1.50%	\$33.97
0119 Stop It Now!	0.20	0.05%	\$1.10
0176 Tule River Improvement Joint Powers Agreem	2.90	0.70%	\$15.89
0177 Western Municipal Water District	0.30	0.07%	\$1.64
0183 Town of Cary	5.00	1.21%	\$27.39
0249 SAS Institute Inc	65.70	15.84%	\$359.93
0259 Sonoma County - NBWRA	48.80	11.77%	\$267.35
0274 Lennar Mare Island	1.60	0.39%	\$8.77
0284 Lennar - Newhall	2.80	0.68%	\$15.34
0303 Fayetteville-Cumberland County Chamber of C	2.60	0.63%	\$14.24
0348 Collier County Government	6.20	1.50%	\$33.97
0354 City of Palm Bay	3.00	0.72%	\$16.44
0371 City of College Park, GA	2.80	0.68%	\$15.34
0382 Shotspotter, Inc	0.60	0.14%	\$3.29
0397 San Joaquin Groundwater Banking Authority	6.10	1.47%	\$33.42
0419 City of Tamarac	7.00	1.69%	\$38.35
0425 Hamilton County	1.00	0.24%	\$5.48
0484 Klamath Water Users Association	3.90	0.94%	\$21.37
0525 AbTech	0.90	0.22%	\$4.93
0549 North Carolina Association of Electric Coopera	2.30	0.55%	\$12.60
0618 IID - Energy	0.50	0.12%	\$2.74
0620 MCNC	0.90	0.22%	\$4.93
0631 Merced Irrigation District	5.60	1.35%	\$30.68
0644 National Alliance to End Sexual Violence	10.70	2.58%	\$58.62
0669 General Aviation Airport Coalition	15.00	3.62%	\$82.18
0711 Gulf County, FL	24.30	5.86%	\$133.13
0713 City of Petersburg	0.30	0.07%	\$1.64
0716 DeKalb County, GA	3.40	0.82%	\$18.63
0730 WaterReuse Association	16.40	3.95%	\$89.85
0733 Agricultural Floodplain Management Alliance	10.50	2.53%	\$57.52
0739 Kari Technologies International	2.10	0.51%	\$11.50
0901 Local Government Practice Group	1.20	0.29%	\$6.57
0902 Water & Natural Resources Practice Group	23.50	5.67%	\$128.74
	414.70		2,271.91

19

0305-WINSTONSALEM	\$	9.52
0318-OAKRIDGE	\$	9.52
0348-COLLIERCOUNT	\$	9.52
0354-PALMBAY	\$	9.52
0357-MCHENRYCOUNT	\$	9.52
0371-COLLEGE PARK	\$	9.52
0377-NATAT	\$	9.52
0381-PBEA	\$	9.52
0382-SHOTSPOTTER	\$	9.52
0386-SANLUISOBISP	\$	9.52
0397-SANJOAQUINGB	\$	9.52
0401-BCAG	\$	9.52
0404-MIDPENINSULA	\$	9.52
0408-IDAHOWUA	\$	9.52
0412-CCROCK	\$	9.52
0417-YAKIMABASIN	\$	9.52
0418-PAX	\$	9.52
0425-HAMILTONCO	\$	9.52
0484-KLAMATH	\$	9.52
0507-NRPA	\$	9.52
0510-MAC	\$	9.52
0528-LOWERPROVIDENCE	\$	9.52
0549-NCAEC	\$	9.52
0551-PWD	\$	9.52
0560-PEORIA	\$	9.52
0580-BUCKETT	\$	9.52
0588-PIKE	\$	9.52
0605-OLAUGHLIN	\$	9.52
0614-GREGORY	\$	9.52
0618-IIDENERGY	\$	9.52
0620-MCNC	\$	9.52
0631-MERCEDID	\$	9.52
0668-GLOBAL JUSTICE	\$	9.52
0679-SkyTran	\$	9.52
0711-Gulf County	\$	9.52
0713-Petersburg	\$	9.52
0714-The Energy Coalition	\$	9.52
0718-WSWRA	\$	9.52
0728-PORTOLYMPIA	\$	9.52
0730-WATEREUSE	\$	9.52
0731-AEROGEN	\$	9.52
0739-KARI TECHNOLOGIES	\$	9.52
	\$	1,600.00



ATTN: Customer Care
600 WillowBrook Office Park
Fairport, NY 14450

Billing Invoice

Return Service Requested

Check here for change of address (note changes below)

FERGUSON GROUP, LLC, THE ATTN: DARREL RICKETTS
1130 CONNECTICUT AVE NW
WASHINGTON, DC 20036

PAETEC
P.O. Box 1283
Buffalo, NY 14240-1283

Account Number	Invoice Date	Total Amount Due
61110493	Dec 23, 2012	\$1,227.47
Invoice Number	Due Date	Amount Enclosed
54403185	Jan 15, 2013	

00000000000061110493613011500001227471212230000544031859

Please detach and return above portion with your payment



ATTN: Customer Care
600 WillowBrook Office Park
Fairport, NY 14450

Summary of Charges - Invoice 54403185

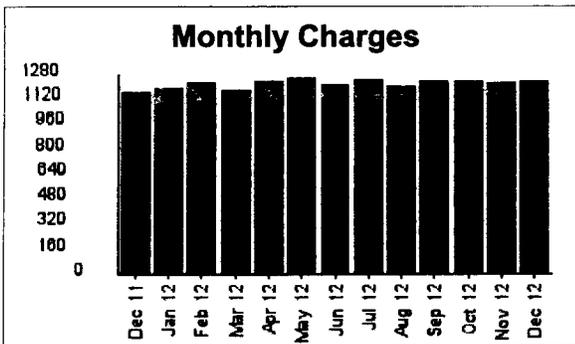
PREVIOUS BALANCE	\$1,218.48
Payments - Thank You	<u>(\$1,218.48)</u>
Balance Forward	\$0.00
Monthly Charges	\$988.04
Usage Charges	\$9.37
Credits	\$0.00
Other Charges	\$6.00
Taxes and Surcharges	<u>\$224.06</u>
New Charges - Due by Jan 15, 2013	<u>\$1,227.47</u>
TOTAL INVOICE AMOUNT	<u>\$1,227.47</u>

Account Number	Invoice Date	Total Amount Due
61110493	Dec 23, 2012	\$1,227.47

Important Messages

PAETEC Standard Terms & Conditions
For general information regarding PAETEC's Standard Terms & Conditions, visit www.paetec.com/about-us/notice/terms-conditions.html

Access Recovery Charge:
The FCC permits local telephone companies to assess this charge to recover a portion of the costs incurred in the provision and maintenance of telephone service to connect customer's homes and businesses to the telephone network.



Windstream Online
Manage your Windstream services directly and review invoice details, charge descriptions, and payment history at windstreambusiness.com/login.

Contact Us
Billing: 877.340.2600 or windstreambusiness.com/login
E-mail: WindstreamCustomerSupport@windstream.com
Repair: 877.340.2555
Web site: windstreambusiness.com

318		5.90	5.90	1.32	7.22
348		5.90	5.90	1.32	7.22
354		5.90	5.90	1.32	7.22
357		5.90	5.90	1.32	7.22
371		5.90	5.90	1.32	7.22
377		5.90	5.90	1.32	7.22
381		5.90	5.90	1.32	7.22
382		5.90	5.90	1.32	7.22
386		5.90	5.90	1.32	7.22
397		5.90	5.90	1.32	7.22
401		5.90	5.90	1.32	7.22
404		5.90	5.90	1.32	7.22
412		5.90	5.90	1.32	7.22
417		5.90	5.90	1.32	7.22
418		5.90	5.90	1.32	7.22
425		5.90	5.90	1.32	7.22
484		5.90	5.90	1.32	7.22
507		5.90	5.90	1.32	7.22
510		5.90	5.90	1.32	7.22
528		5.90	5.90	1.32	7.22
549		5.90	5.90	1.32	7.22
551		5.90	5.90	1.32	7.22
580		5.90	5.90	1.32	7.22
588		5.90	5.90	1.32	7.22
605		5.90	5.90	1.32	7.22
614		5.90	5.90	1.32	7.22
618		5.90	5.90	1.32	7.22
620		5.90	5.90	1.32	7.22
631		5.90	5.90	1.32	7.22
668		5.90	5.90	1.32	7.22
679		5.90	5.90	1.32	7.22
701		5.90	5.90	1.32	7.22
711		5.90	5.90	1.32	7.22
713		5.90	5.90	1.32	7.22
714		5.90	5.90	1.32	7.22
718		5.90	5.90	1.32	7.22
728		5.90	5.90	1.32	7.22
730		5.90	5.90	1.32	7.22
731		5.90	5.90	1.32	7.22
	-	1,003.41	1,003.41	224.06	1,227.47

1,227.47

INVOICE NUMBER 271 0039919 REMIT TO UniFirst Corporation
 INVOICE DATE 2/26/13 17740 ASHLEY DR STE 107
 CUSTOMER# (BILL TO) 864482 PANAMA CITY BEACH FL 32413 **23**
 A/R NUMBER RTE# U3360
 CUSTOMER GULF CO OLD COURT HOUS



PAYMENT AMOUNT \$ _____ 2710039919+

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0039919 2/26/13 CHARGE # 591563

S
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 864482
 GULF CO OLD COURT HOUSE
 222 N. 2ND ST.
 WEWAHITCHKA FL 32465

B
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 864482
 GULF CO OLD COURT HOUSE
 222 N. 2ND ST.
 WEWAHITCHKA FL 32465

IF YOU HAVE A QUESTION REGARDING THIS INVOICE CALL 850/233-8586 RTE# U3360

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT 4X6 SCRAPER		1	4.50			3/10	1	
		SYN 4X6 MAT		4	14.00			3/10	4	
		DEFE CHARGE			.56					
		INVOICE SUB-TOTAL			19.06					

TOTAL SERVICE CHANGES
 AMOUNT DUE 19.06

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

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

Stephanie Cromley

Sten Mark

WE HAVE MOVED
 OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

Thank You
VANCE

Courthouse Maintenance
 281712- 52

BCC APPROVED
 DATE _____ D.C. _____

23
 3/26/13 CC

INVOICE NUMBER 271 0040427
 INVOICE DATE 3/05/13
 CUSTOMER# (BILL TO) 864483
 A/R NUMBER
 CUSTOMER

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

24

RTE# 83260
 GULF CO ROAD -WIPER/PA



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040427 3/05/13 CHARGE DC # 633734

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# 83260

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		BAGGED 18X18 WIPERS		10	00			3/10		
		FINANCE CHARGE			15					
		INVOICE SUB-TOTAL		10	15					
		TOTAL SERVICE CHANGES			0					
		AMOUNT DUE			10 15					

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

K. Collinsworth

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

WE HAVE MOVED
 OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

THANER STOW

BCC APPROVED

DATE _____ D.C. _____

Jake Lewis
 Fleet Maintenance
 28151912-52

DUPLICATE 24
 3/20/13 LL

INVOICE NUMBER

271 0040431

REMIT TO

UniFirst Corporation

INVOICE DATE

3/05/13

17740 ASHLEY DR STE 107

CUSTOMER# (BILL TO)

864498

PANAMA CITY BEACH

FL

32413

25

A/R NUMBER

RTE# 00210

CUSTOMER

GULF COUNTY DUST ACCOUNT



2710040431M

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



UniFirst Corporation

PAGE 001

17740 ASHLEY DR STE 107 PANAMA CITY BEACH FL 32413

INVOICE

DATE

PAYMENT TERMS

PURCHASE ORDER

CONTRACT

271 0040431

3/05/13

CHARGE

603734

SHIP TO

864498

GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS

PORT SAINT JOE FL 32456

BILL TO

864498

GULF COUNTY DUST ACCOUNT
1000 CECIL G COSTIN BLVD
LYNN STEPHENS

PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

850/233-8586

RTE# 00210

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP	
				QTY.	AMOUNT						
		LOGO MAT 3X5 GULF CO		6	28.50			2/11	6		
		LOGO MAT 4X6 GULF CO		5	35.00			2/11	5		
		DISPENSER 2000M SOAP		2				3/10			
		SUPROMX HVDYDUTY HND		2	5.00			3/10			
INVOICE SUB-TOTAL						68.50					

TOTAL SERVICE CHANGES

0

AMOUNT DUE

68.50

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

X K. Collinsworth

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

THANKS

WE HAVE MOVED

OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:

17740 ASHLEY DRIVE SUITE 107

PANAMA CITY, FLORIDA 32413

PHONE NUMBER IS: 850-233-8586

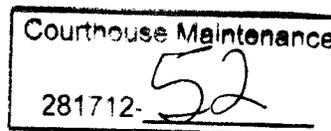
FAX NUMBER IS: 850-235-2516

Steve

Steve Mark

BCC APPROVED

DATE _____ D.C. _____



CONSENT 25
3/26/13 LL

INVOICE NUMBER 271 0040428 REMIT TO: UniFirst Corporation
 INVOICE DATE 3/05/13 17740 ASHLEY DR. STE 107
 CUSTOMER# (BILL TO) 864488 PANAMA CITY BEACH FL 32413
 A/R NUMBER RTE# B3240
 CUSTOMER GULF COUNTY



PAYMENT AMOUNT \$ _____

2710040428

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040428 3/05/13 CHARGE # 633734

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3240

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0007	3	PATTY JONES S. S. SHIRT-65/35 PANTS-65/35		9	3.46			3/10		
0008	4	RICKY DAVIS S. S. SHIRT-65/35 PANTS-65/35		9	3.46			3/10		
0009	5	STEVE SHIVER S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	5.76			3/10		
0014	7	LARRY BAKER LS SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	6.26			3/10		
0015	8	SCOTT GORTMAN S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	5.76			3/10		
0018	9	RAYMOND ATCHISON S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9 9	4.26			3/10		
0019	10	DAVID GREEN S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	5.76			3/10		
0020	11	CHRIS WOOD S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9 9	4.26			3/10		
0021	12	JAMES HYSMITH S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9 9	4.26			3/10		
0022	13	PHILLIP NUNNERY S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN		9 5 9	5.76			3/10		
0023	14	RUSTY WOOD S. S. SHIRT-65/35		9	5.76			3/10		

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR -7 AM 9:22

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

CUSTOMER COPY

INVOICE NUMBER 271 0040428 REMIT TO: UniFirst Corporation
 INVOICE DATE 3/05/13 17740 ASHLEY DR. STE 107
 CUSTOMER# (BILL TO) 864488 PANAMA CITY BEACH FL 32413
 A/R NUMBER RTE# B3240
 CUSTOMER GULF COUNTY



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040428 3/05/13 CHARGE # 633734

SHIP TO
 864488
 GULF COUNTY
 1000 CECIL G. COSTIN BLVD
 BOBBY KNEE
 PORT ST. JOE FL 32455

BILL TO
 864488
 GULF COUNTY
 1000 CECIL G. COSTIN BLVD
 BOBBY KNEE
 PORT ST. JOE FL 32455

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3240

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

		PANTS-65/35 SHORTS		5						
		PANTS-DENIM-JEAN		9						

INVOICE SUB-TOTAL 54.76

TOTAL SERVICE CHANGES 0

AMOUNT DUE 54.76

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

K. Collinsworth

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

WE HAVE MOVED
 OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

THANKS
SBW

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR -7 AM 9:22

BCC APPROVED

DATE _____ D.C. _____

INVOICE NUMBER 271 0040924
 INVOICE DATE 3/12/13
 CUSTOMER# (BILL TO) 864488
 A/R NUMBER
 CUSTOMER GULF COUNTY

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



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040924 3/12/13 CHARGE # 633734

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3240

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0007	3	PATTY JONES S. S. SHIRT-65/35 PANTS-65/35			3.46			3/10		
0008	4	RICKY DAVIS S. S. SHIRT-65/35 PANTS-65/35			3.46			3/10		
0009	5	STEVE SHIVER S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN			5.76			3/10		
0014	7	LARRY BAKER LS SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN			6.26			3/10		
0015	8	SCOTT BORTMAN S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN			5.76			3/10		
0018	9	RAYMOND ATCHISON S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0019	10	DAVID GREEN S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN			5.76			3/10		
0020	11	CHRIS WOOD S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0021	12	JAMES HYSMITH S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0022	13	PHILLIP NUNNERY S. S. SHIRT-65/35 PANTS-65/35 SHORTS PANTS-DENIM-JEAN			5.76			3/10		
0023	14	RUSTY WOOD S. S. SHIRT-65/35			5.76			3/10		

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR 18 PM 3:19

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

CUSTOMER COPY

861002088 02007 RR Donkey All rights reserved 0667

INVOICE NUMBER 271 0040924
 INVOICE DATE 3/12/13
 CUSTOMER# (BILL TO) 864488
 VR NUMBER
 CUSTOMER GULF COUNTY

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

29



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040924 3/12/13 CHARGE # 633734

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3240

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

PANTS-65/35 SHORTS 5
 PANTS-DENIM-JEAN 9

INVOICE SUB-TOTAL 54.76

TOTAL SERVICE CHANGES

AMOUNT DUE

0
54.76

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

Sherry Paul

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

*THANKS
 SKW*

WE HAVE MOVED
 OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

BCC APPROVED

DATE _____ D.C. _____

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR 18 PM 3:19

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INVOICE NUMBER 271 0040429
 INVOICE DATE 3/05/13
 CUSTOMER# (BILL TO) 864492
 A/R NUMBER
 CUSTOMER GULF COUNTY

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

30

PAYMENT AMOUNT \$ _____



- Please Detach and Return With Payment -

27100404297



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

PAGE 001

INVOICE 271 0040429 DATE 3/05/13 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3230

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0002	1	KEN BLAND S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0003	2	RANDY WILLIAMS S. S. SHIRT-65/35 PANTS-DENIM-JEAN PANT-PLEATED-SHORTS		9	5.76			3/10		
0006	3	ROBERT THOMAS S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0007	4	HARLAN HADDOCK S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0009	5	JAKE LEWIS S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0010	6	RICK SUMMERS S. S. SHIRT-65/35 PANTS-65/35		9	3.46			3/10		
0011	7	JIMMY PORTER S. S. SHIRT-65/35 PANTS-WESTERN-JEANS		9	3.96			3/10		
0013	8	ZEBEDE ADDISON S. S. SHIRT-65/35 PANTS-65/35		9	3.46			3/10		
0014	9	DOUG KELLY S. S. SHIRT-65/35 PANTS-DENIM-JEAN PANT-PLEATED-SHORTS		9	5.76			3/10		
0015	10	LARRY YOUNG LS SHIRT-65/35 PANTS-65/35		9	3.96			3/10		
0020	11	BRYAN HOBBS S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0022	13	TITUS WILLIAMS S. S. SHIRT-65/35		9	3.46			3/10		

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR -7 AM 9:22

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

CUSTOMER COPY

30

3/26/13 LL

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INVOICE NUMBER 271 0040429
 INVOICE DATE 3/05/13
 CUSTOMER# (BILL TO) 864492
 A/R NUMBER
 CUSTOMER GULF COUNTY

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

RTE# B3230



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

PAGE 002

INVOICE 271 0040429 DATE 3/05/13 PAYMENT TERMS CHARGE CONTRACT # 633734

SHIP TO
 864492
 GULF COUNTY
 1001 CECIL G. COSTIN BLVD
 DPW GERALD SHEARER
 PORT SAINT JOE FL 32456

BILL TO
 864492
 GULF COUNTY
 1001 CECIL G. COSTIN BLVD
 DPW GERALD SHEARER
 PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3230

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

0024	14	PANTS-65/35 TONY LARRY		9	4.26			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						

INVOICE SUB-TOTAL 55.38

TOTAL SERVICE CHANGES 0

AMOUNT DUE 55.38

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

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

WE HAVE MOVED

OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

Charles
Stans

BCC APPROVED

DATE _____ D.C. _____

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR -7 AM 9:22

INVOICE NUMBER 271 0040925 REMIT TO: UniFirst Corporation
 INVOICE DATE 3/12/13 17740 ASHLEY DR. STE 107
 CUSTOMER# (BILL TO) B64492 PANAMA CITY BEACH FL 32413
 A/R NUMBER RTE# B3230
 CUSTOMER GULF COUNTY

32



27100409250

PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040925 3/12/13 CHARGE # 633734

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3230

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0002	1	KEN BLAND			4.26			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0003	2	RANDY WILLIAMS			5.76			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
		PANT-PLEATED-SHORTS		5						
0006	3	ROBERT THOMAS			4.26			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0007	4	HARLAN HADDOCK			4.26			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0009	5	JAKE LEWIS			4.26			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0010	6	RICK SUMMERS			3.46			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-65/35		9						
0011	7	JIMMY PORTER			3.96			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-WESTERN-JEANS		9						
0013	8	ZEBEDE ADDISON			3.46			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-65/35		9						
0014	9	DOUG KELLY			5.76			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
		PANT-PLEATED-SHORTS		5						
0015	10	LARRY YOUNG			3.96			3/10		
		LS SHIRT-65/35		9						
		PANTS-65/35		9						
0020	11	BRYAN HOBBS			4.26			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						
0022	13	TITUS WILLIAMS			3.46			3/10		
		S. S. SHIRT-65/35		9						

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR 18 PM 3:19

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

CUSTOMER COPY

32

3/26/13 LL

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INVOICE NUMBER 271 0040925
 INVOICE DATE 3/12/13
 CUSTOMER# (BILL TO) 864492
 A/R NUMBER
 CUSTOMER GULF COUNTY

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



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040925 3/12/13 CHARGE # 633734

SHIP TO
 864492
 GULF COUNTY
 1001 CECIL G. COSTIN BLVD
 DPW GERALD SHEARER
 PORT SAINT JOE FL 32456

BILL TO
 864492
 GULF COUNTY
 1001 CECIL G. COSTIN BLVD
 DPW GERALD SHEARER
 PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3230

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0024	14	PANTS-65/35		9						
		TONY LARRY			4.26			3/10		
		S. S. SHIRT-65/35		9						
		PANTS-DENIM-JEAN		9						

INVOICE SUB-TOTAL 55.38

TOTAL SERVICE CHANGES 0.

AMOUNT DUE 55.38

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

[Handwritten Signature]

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

[Handwritten Signature]

WE HAVE MOVED
 OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

[Handwritten Signature]

BCC APPROVED

DATE _____ D.C. _____

FILED FOR RECORD
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR 18 PM 3:19

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INVOICE NUMBER 271 0040430
 INVOICE DATE 3/05/13
 CUSTOMER# (BILL TO) 864495
 A/R NUMBER
 CUSTOMER GULF COUNTY

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

RTE# B3220



PAYMENT AMOUNT \$ _____

2710040430L

- Please Detach and Return With Payment -



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

PAGE 001

INVOICE 271 0040430 DATE 3/05/13 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 603734

SHIP TO
 864495
 GULF COUNTY
 100 FL 71
 STEVE MORK
 PORT SAINT JOE FL 32456

BILL TO
 864495
 GULF COUNTY
 100 FL 71
 STEVE MORK
 PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586 RTE# B3220

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0001	1	STEVE MORK S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0002	2	LUTHUS HAND S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.56			3/10		
0004	3	STACY HANLON S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0005	4	BILL HAUN S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0006	5	RAYMOND HART S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26			3/10		
0007	6	PATRICK CARPENTER S. S. SHIRT-65/35 JEAN RELAX FIT-100%		9	4.74			3/10		
0009	7	SAM BROWN S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26					
0010	8	TEDDY KEMP S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26					
0012	9	TONY PRICE S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26					
0013	10	KENNY PRICE S. S. SHIRT-65/35 PANTS-DENIM-JEAN		9	4.26					

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR -7 AM 9:22

INVOICE NUMBER 271 0040430 REMIT TO: UniFirst Corporation
 INVOICE DATE 3/05/13 17740 ASHLEY DR. STE 107
 CUSTOMER# (BILL TO) 864495 PANAMA CITY BEACH FL 32413
 A/R NUMBER RTE# B3220
 CUSTOMER GULF COUNTY



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -

2710040430L



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040430 3/05/13 CHARGE # 633734

SHIP TO
 864495
 GULF COUNTY
 100 FL 71
 STEVE MORK
 PORT SAINT JOE FL 32456

BILL TO
 864495
 GULF COUNTY
 100 FL 71
 STEVE MORK
 PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3220

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

INVOICE SUB-TOTAL 43.38

TOTAL SERVICE CHANGES

AMOUNT DUE

43.38

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

K. Collinsworth

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

WE HAVE MOVED
 OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

(A.A. Jones)
SSD

BCC APPROVED
 DATE _____ D.C. _____

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR -7 AM 9:22

INVOICE NUMBER 271 0040926
 INVOICE DATE 3/12/13
 CUSTOMER# (BILL TO) 864495
 A/R NUMBER
 CUSTOMER GULF COUNTY

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

36



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE DATE PAYMENT TERMS PURCHASE ORDER CONTRACT
 271 0040926 3/12/13 CHARGE # 633734

SHIP TO
 864495
 GULF COUNTY
 100 FL 71
 STEVE MORK
 PORT SAINT JOE FL 32456

BILL TO
 864495
 GULF COUNTY
 100 FL 71
 STEVE MORK
 PORT SAINT JOE FL 32456

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL:

850/233-8586

RTE# B3220

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
0001	1	STEVE MORK S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0002	2	LUTHUS HAND S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.56			3/10		
0004	3	STACY HANLON S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0005	4	BILL HAUN S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0006	5	RAYMOND HART S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0007	6	PATRICK CARPENTER S. S. SHIRT-65/35 JEAN RELAX FIT-100%			4.74			3/10		
0009	7	SAM BROWN S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0010	8	TEDDY KEMP S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26			3/10		
0012	9	TONY PRICE S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26					
0013	10	KENNY PRICE S. S. SHIRT-65/35 PANTS-DENIM-JEAN			4.26					

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR 18 PM 3:18

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

CUSTOMER COPY

36

3/26/13 LL

6610028088 62007 RR Donnelley. All rights reserved. 0667

INVOICE NUMBER 271 0040926 REMIT TO: UniFirst Corporation
 INVOICE DATE 3/12/13 17740 ASHLEY DR. STE 107
 CUSTOMER# (BILL TO) 864495 PANAMA CITY BEACH FL 32413
 A/R NUMBER RTE# B3220
 CUSTOMER GULF COUNTY



PAYMENT AMOUNT \$ _____

- Please Detach and Return With Payment -



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

INVOICE 271 0040926 DATE 3/12/13 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 633734

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

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

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 850/233-8586 RTE# B3220

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

INVOICE SUB-TOTAL 43.38

TOTAL SERVICE CHANGES 0

AMOUNT DUE 43.38

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

Sherry Paul

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

WE HAVE MOVED
 OUR NEW REMIT TO ADDRESS AND PHONE NUMBER ARE:
 17740 ASHLEY DRIVE SUITE 107
 PANAMA CITY, FLORIDA 32413
 PHONE NUMBER IS: 850-233-8586
 FAX NUMBER IS : 850-235-2516

*THANKS
SSW*

BCC APPROVED

DATE _____ D.C. _____

FILED FOR RECORD
 REBECCA L. NORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 2013 MAR 18 PM 3:18



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

13 March 2013

96 CEG/CEAR
501 DeLeon St. Suite 100
Eglin AFB FL 32541

Mr. Bill Williams
Chairman, Gulf County
Board of County Commissioners
1000 Cecil G. Costin, Sr. Blvd.
Port St. Joe FL 32456

Dear Mr. Williams

As you know, the Cape San Blas area has suffered extensive erosion in recent years. This erosion has posed a threat to the existing lighthouse and keepers' quarters which the St. Joseph Historical Society, Inc. through the Gulf County Board of County Commissioners has made available for public tours.

Eglin AFB is dedicated to ensuring that the historical buildings located at the site are preserved and had the keepers' quarters and storage building moved approximately 85 to 100 feet back from their current location in an attempt to prevent any damage from future storms. The buildings were left on moving beams and secured as necessary. Ramps and stairs from both keepers' quarters were removed and stored on-site. The City of Port St. Joe who now owns the above mentioned facilities is in the process of working to have the structures relocated.

Under the current circumstances, it is necessary to terminate Gulf County's Lease #AFMC-EG-1-04-004. The attached Lease Cancellation and Termination Agreement is provided for your signature. In addition, Gulf County's License #AFMC-EG-3-99-002 which authorizes beach access in the area (expired on 30 April 2004) will not be renewed and will terminate 30 days from the date of this letter as described in paragraph 13 of the License.

Sincerely

Allan A. Daly, Civ, USAF
Real Property Accountability Officer

2013 MAR 20 PM 1:26

Attachement:
Lease Cancellation and Termination Agreement

BCC APPROVED

DATE _____ D.C. _____

3/26/13 *RL*

LEASE CANCELLATION AND TERMINATION AGREEMENT

This LEASE CANCELLATION AND TERMINATION AGREEMENT (this "Agreement") is made by and among the Secretary of the Air Force (the "Lessor"), on behalf of the United States Government, having an interest as lessor under that certain Lease described as AFMC-EG-1-04-004 beginning on 23 September 2004 and ending on 22 September 2029, as amended by Amendment #1 executed by the 96th Air Base Wing Commander on 9 October 2009 (the "Lease") demising certain leased property with improvements described therein (the "Premises"), located at Cape San Blas, Gulf County, Florida, and by the Board of County Commissioners, Gulf County, Florida (the "Lessee"), for its own behalf and on behalf of all of its predecessors-in-interest in the Lease and all other persons or entities having an interest as lessee under the Lease.

Lessor and Lessee have agreed that the Lease shall be cancelled and terminated in consideration of the mutual covenants set forth below and in accordance with the terms and conditions set forth herein.

1. Recitals Incorporated. The foregoing recitals are incorporated herein by reference into this Agreement as though set forth at length.

3. Lease Modification. The term of the Lease shall expire and shall be deemed terminated and cancelled effective April 12, 2013 (the "Lease Termination Date"). Except as modified herein, the Lease is unmodified and in full force and effect.

4. Lease Termination and Termination Payment. Notwithstanding the foregoing, if, on or before the Lease Termination Date, Lessee vacates the Premises, removes all property not belonging to the Lessor or Lessor's agents or contractors from the Premises, and leaves such Premises in reasonably good condition and repair and otherwise in such condition as is required under Paragraph 6 below and under the Lease with respect to surrender of the Premises at the end of the term of such Lease, then, in such event, as of the date that Lessee so vacates the Premises (such date being the "Termination Date"), (i) the Lease shall be deemed terminated and cancelled with the same effect as if such date were the normal expiration date of the Lease; and (ii) neither party shall have any claim against the other, and each party releases the other from any and all claims, liabilities, damages or actions of any kind whatsoever arising out of or pursuant to the Lease or Lessee's use or occupancy of the Premises.

5. Compliance with Obligations. Lessee shall be responsible for all obligations of Lessee under the Lease through and including the Termination Date, including, without limitation, Lessee's obligation to pay monthly rent, additional rent, utility charges and all other amounts and charges owing under the Lease.

6. Condition of Premises. On or before the Termination Date, Lessee shall remove all of its trade fixtures and personal property; repair all damage to the Premises caused by such removal; vacate the Premises and leave such Premises in reasonably good, broom swept clean condition and repair and otherwise in such condition as is required under the Lease with respect to surrender of the Premises at the end of the term of such Lease; and deliver the keys, if any were issued to the Lessee by the Lessor, to the Premises to Lessor.

7. Mutual Release. By this Agreement, effective on the Termination Date and so long as neither party shall be in default under its obligations hereunder, each party hereto releases the other party hereto from all claims, demands, damages, rights, liabilities, and causes of action of any nature whatsoever, whether at law or equity, known or unknown, suspected or unsuspected, which are related or in any manner incidental to the Lease or the Premises and which first arise out of transactions and occurrences from and after the Termination Date. Each party waives and relinquishes any right or benefit which it has or may have under applicable law regarding waiver of unknown claims to the full extent that it may lawfully waive such rights and benefits. In connection with such waiver and relinquishment, each party acknowledges that it is aware that it or its attorneys or accountants may hereafter discover facts in addition to or different from those which it now knows or believes to exist with respect to the subject matter of this Agreement or the other party hereto, but that is such parties intention hereby fully, finally, and forever to settle and release all of the claims, disputes, and differences, known or unknown, suspected or unsuspected, which now exist or may exist hereafter between each party with regard to the Lease or the Premises. This Agreement shall be and remain in effect as a full and complete release notwithstanding the discovery or existence of any such additional or different facts. Notwithstanding the foregoing to the contrary, this Mutual Release is not intended to release or offset actions by either party for claims arising as a result of (i) a breach of the Lease and occurring on or before the Termination Date, (ii) a breach of this Agreement, or (iii) transactions and occurrences on or before the Termination Date.

8. Knowing Release. In executing this Agreement, each party hereto acknowledges that they have consulted with and received the advice of counsel and that the parties have executed this Agreement after independent investigation and without fraud, duress, or undue influence.

9. Authority of Lessee. Lessee represents and warrants that (i) it is the owner and holder of the lessee's interest in the Lease and that it has the power, right and authority to execute this Agreement and to carry out the intent hereof, (ii) the execution and delivery of this Agreement shall not violate or contravene any agreement, contract, security agreement, lease or indenture to which Lessee is a party or by which it is bound or requires the consent of any party to any of the foregoing and (iii) the Premises, including all improvements and betterments thereto, are unencumbered, free of any security interests, liens, chattel mortgages, leases, lease purchase agreements or any other security or financing devices and, all such installations have been fully paid for.

10. Attorney Fees. If any party initiates legal proceedings to enforce its rights under this Agreement, the substantially prevailing party shall be entitled to reimbursement of its reasonable attorney fees, costs, expenses and disbursements from the other parties.

11. Final and Complete Expression. This Agreement is the final and complete expression of the parties. This Agreement may not be modified, interpreted, amended, waived or revoked orally, but only by a writing signed by all of the parties hereto.

12. Severability. If any provision in this Agreement is deemed invalid, then the remaining provisions thereof will continue in full force and effect and will be construed as if the invalid provision had not been a part of this Agreement.

13. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which together shall constitute one and the same document.

Dated this ____ day of _____, 2013.

LESSEE:

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

By: _____

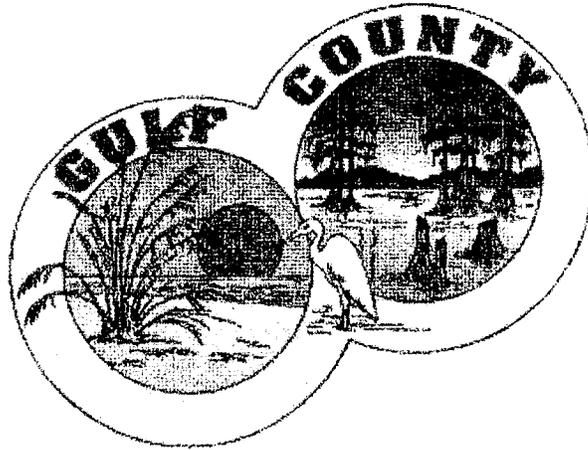
Title:

LESSOR:

FOR THE UNITED STATES OF AMERICA

By: _____

Robert M. Moore, SES
Director, Installations Center of Excellence
Air Force Civil Engineer Center



TRAVEL & EXPENSE POLICY

GULF COUNTY BOARD OF COUNTY COMMISSIONERS
PROCEDURES MANUAL

MARCH 2013

BCC APPROVED

DATE _____ D.C. _____

2013 MAR 20 PM 1:27

3/26/13 U

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SECTION I: AUTHORITY

Florida Statutes, Section 112.061

SECTION II: OBJECTIVE & PURPOSE

To establish regulations, procedures and sound policy for the Gulf County Board of County Commissioners, employees and authorized persons where authorized travel is necessary and reimbursement is requested. The purpose for this revised and detailed policy is to provide the individuals traveling on official County matters and/or business an effective policy and procedures that comply with Statute while effectively minimizing the County's travel costs without unfairly burdening the individual traveler.

SECTION III: DEFINITIONS

Elected Officials – County Commissioners.

Appointed Officials – The County Administrator.

Department Head, Agency Head – The highest decision making authority for the specific County Department or Agency as identified by the County Administrator and/or the County Commission.

Employees – All other employees of the Gulf County Board of County Commissioners.

Authorized Person – A person, other than a public officer or employee, who is authorized to incur travel expenses in the performance of the County's official duties, such as a consultant or contractor, a volunteer, or a candidate for an executive or professional position.

Official Headquarters – The location where the employee is assigned to work except that: the official headquarters of a person located in the field shall be the location(s) nearest to the area where the majority of his work is performed, or such other location(s) as may be designated by the department head; provided that, in all cases, such destination must be in the best interests of the department and not the convenience of the person. When appropriate, the department head may assign an employee more than one official headquarters.

Traveler – Elected official, appointed official, employee, advisory board member, volunteer, and anyone else who is authorized to travel on official, County business.

SECTION IV: SCOPE AND APPLICABILITY

Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Gulf County Board of County Commissioners and must be within limitations described herein and in Chapter 112.06, Florida Statutes, and is in the best interest of the County. This policy applies to all travel as defined in Section VI for any purpose and for which reimbursement will be claimed by officials, employees, and authorized persons of the Gulf County Board of County Commissioners. Such persons are eligible to travel in the conduct of County business or to attend meetings,

conferences, conventions, and training sessions for the benefit of the County, at County expense, pursuant to proper authorization prescribed herein. Reimbursement for travel expenses incurred for the purpose of obtaining certifications required for continued employment with Gulf County are allowable expenses.

Candidates for employment with Gulf County will be covered under this policy when the County Administrator deems it in the best interest of the County. In addition, consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with this policy. Further, travel by members of volunteer boards and committees in the performance of the County's official duties must receive prior approval and will be reimbursed in accordance with this policy.

SECTION V: EXCEPTIONS

Any exceptions or unusual circumstances not provided for in this policy must be documented and will be subject to review and approval by the appropriate official or designee.

SECTION VI: TYPES OF TRAVEL

- A. **Class "A" Travel:** continuous travel for a period of 24 hours or more out of the County. The travel day for Class "A" travel shall be a calendar day (midnight to midnight).
- B. **Class "B" Travel:** continuous travel of less than 24 hours which involves overnight absences out of the County. The travel day for Class "B" travel shall begin at the same time as the travel period. Class A and Class B Travel shall begin at the same time as the travel period. Class A and Class B Travel shall include an assignment of official business outside of regular office hours and away from regular places of employment when it is considered necessary to stay overnight and for which travel expenses are approved.
- C. **Class "C" Travel:** travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
- D. **Local Travel:** travel of less than 24 hours in which the traveler is not away from official headquarters overnight and which involves the use of a privately owned vehicle or a County vehicle for official business within Gulf and the surrounding counties and for which no meal reimbursements are claimed.

SECTION VII: TRAVEL AUTHORIZATION

All travel will be conducted pursuant to authorized annual budget allocations. Prior to incurring any Class A, Class B, or Class C travel expenses for which reimbursement or cash advance is requested, a Travel Authorization form (attached to this Policy) should be completed and approved by the County Administrator or other appropriate authority as set forth below. Local mileage which is included in the annual budget allocation for travel does not need prior authorization and should be reimbursed in accordance with Section X of this policy.

Authority for approval of Class A, Class B, and Class C travel is designated as follows:

Elected Officials:

- Travel of individual County Commissioners shall be approved in advance, whenever possible, by the Board of County Commissioners at a regularly scheduled Board meeting. In cases where travel cannot be reviewed and approved prior to the trip, it shall be agendaed within two meetings following the conclusion of the travel and ratified by the Commissioners thereafter.
- The County Commissioners are authorized to travel to various state and national conferences/workshops and/or to meet with legislators in Tallahassee and Washington D.C. The purpose of this travel will be to stay abreast of current trends in local, state and national government so that the County Commission will be aware of and take leadership positions on policy decisions that affect the County's economy and quality of life.

Generally attending conferences and workshops pre-authorized by policy shall include the following:

- NACo Legislative Conference
- FAC Legislative Conference
- FAC Annual Conference
- FAC Committee Workshops and Board of Directors Meeting
- NACo National Conference
- NACo Committee Workshops and Board of Directors Meetings
- FAC County Commissioner's Certification Program
- FAC Leadership Program
- Governor's Hurricane Conference
- National Hurricane Conference
- BP Macondo Well Oil Spill Matters
- Small County Coalition

This is not an exclusive list and may be amended as needed from time to time by action of the Commission.

Appointed Officials:

- Travel of the County Administrator and County Attorney shall be approved (inclusive of those specified conferences, workshops and programs listed above) by the Commission Chairman.

Department Head/ Agency Head:

- Department / Agency Head's travel must be approved by the County Administrator or in the absence of the County Administrator by the County Commission

Employees:

- Employees' travel must be approved by their department head or in the absence of a department by the County Administrator, or their designees, except as specified below:

Candidates for Employment in an Executive or Professional Position

- Travel for candidates for employment in an executive or professional position must be approved by their prospective department head *and* the County Administrator.

Other Authorized Persons

- Consultants and contractors must have their travel authorized in advance by the department head from whose budget the travel expenses will be paid and the County Administrator.
- Volunteers and other authorized persons not previously described in this section, traveling for the purpose of performing official duties of the County, must have their travel authorized by the department head from whose budget the travel expenses will be paid *and* the County Administrator.

In the absence of the County Administrator, the department head may approve the Travel Authorization Form by their respective designees.

Signatures on the Travel Authorization Form should be obtained in the following order:

1. Traveler
2. Department head
3. County Administrator

The following guidelines should be used when approving requests for travel:

- Funds are available in the budget.
- A determination is made that a public purpose is achieved in taking the trip.

SECTION VIII: TRAVEL ADVANCES

County travelers including elected and appointed officials and employees may obtain travel advances upon completion and approval of the Travel Authorization and specified request for advance payment on travel expenses. The advance amount must be indicated on the travel advance form and should be submitted to the County Clerk's Financial Officer at least ten (10) working days prior to the start of travel when possible. Advances should not be sought for amounts less than \$100 unless an explanation of the necessity for the advance is provided.

Upon completion of the travel, all travel advances should be settled within ten (10) working days of return from traveling. No advances for additional trips shall be given until all prior advances have been settled through the submission of a Travel Expenditures Report. Failure to settle advances promptly may result in disciplinary action and/or deduction through the employee's payroll.

Employee's affiliated with County departments who travel on a frequent basis are encouraged to obtain a Gulf County Credit Card in lieu of continuously seeking a travel advance.

It is the responsibility of the authorizing division/department head to ensure that the traveler complies with this section of the policy. Exceptions to this section of the policy may be made upon written justification or circumstances which necessitate multiple advances.

SECTION IX: PREPAYMENT OF CHARGES

Officials and employees (with purchasing card) should utilize their county issued Purchasing Card for items such as airline tickets, lodging, car rental, shuttle services, and registration/conference fee's as this is the preferred method of payment. Employee's who do not hold a Purchasing Card may request prepayment of these items upon receiving the proper approvals and completing the necessary forms which includes a completed Disbursement Request Form (see Forms) along with a signed/approved Travel Authorization Form. These forms should be submitted to the Finance Office ten (10) working days prior to the date that payment is needed when possible. The requirements in Section VIII and Section X for filing Travel Expense Reports and settling advances apply regardless of payment method.

SECTION X: REIMBURSEMENT OF EXPENSES

Within ten (10) days of completing authorized travel, travelers must file a Travel Expense Report form. The Travel Expense Report should reflect the name of the traveler, the entire cost of the trip, including all advances and direct payments made. The traveler must sign and date the Travel Expense Report form for completeness and correctness as to the actual travel performed. The completed Travel Expense Report form must then be signed by the appropriate division head and department head or their designee. The form is then forwarded to the Finance Office for final review and processing. If the County is due a return of funds from a travel advance, a check payable to Gulf County should be attached to the Travel Expense Report.

The following describes allowable expenses and the documentation required. In general where receipts are required, original receipts should be submitted. If an original receipt is not available, an explanation must be included on the Travel Expense Report. Further, a copy of the meeting/conference/convention/training agenda, when one is provided, must be attached to the Travel Expense Report. When one is not provided, this should be indicated on the form.

Any changes or additions to the cost of the travel made after the Travel Authorization Form was approved must be explained on the Travel Expense Report form.

A. Meals and Per Diem

1. Travel outside the County/State in order to conduct bona fide County business shall be reimbursed by one of two methods:

- Daily Per Diems: the current adopted Gulf County per diem rate to include both lodging and meals, or
 - The actual expenses for lodging at a single occupancy rate, to be substantiated by paid bills.
2. Meal expenditures will be reimbursed according to the current Gulf County per diem meal rates. All travelers shall be allowed the following amounts while traveling on official business:
 - a. Breakfast: \$10 (when travel begins BEFORE 7 a.m. and extends BEYOND 8 a.m.)
 - b. Lunch: \$15 (when travel begins BEFORE 12 noon and extends BEYOND 2 p.m.)
 - c. Dinner: \$25 (when travel begins BEFORE 6 p.m. and extends BEYOND 8 p.m.)
 3. A County traveler shall not be reimbursed for a meal or lodging included in a convention or conference registration fee paid by the County unless an exception is stated, reviewed and deemed permissible under Florida Statute. A continental breakfast provided as part of the conference/convention registration fee is considered breakfast and may not be claimed for reimbursement. An evening reception or other function that serves only hors d'oeuvres is not considered dinner and may be claimed for reimbursement. However, should the conference/convention registration fee include the provision of any lunches or dinners, these meals may not be claimed for reimbursement.
 4. When a meal is provided by a hotel or an airline, the traveler is not allowed to claim the meal for reimbursement.
 5. Reimbursement for lodging expense is limited to single occupancy or occupancy shared with another County traveler. Cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the single room rate. An itemized hotel receipt must be submitted to claim reimbursement (a credit card receipt is not sufficient). All other reimbursable expenses, such as parking or phone calls, should be properly listed on the travel reimbursement voucher.
 6. When traveling within Florida and not utilizing a Gulf County Purchasing Card, an advance check for lodging should be requested from Finance and picked up by the traveler to bring on the trip in order to qualify for a sales tax exemption. The traveler must also take a copy of the County's tax exempt certificate. No sales tax will be reimbursed for Florida accommodations that should have been tax exempt.
 7. Per Diem may not be used to calculate reimbursement due for days of travel which does not include hotel costs, for example, the final day of a trip. Allowable rates for per diem are provided for in Section 112.061(6), F.S. All travelers are allowed the authorized per diem for each day of travel, \$60 per day or \$20 per quarter. Per diem shall be calculated using four six-hour periods (quarters):

12:01 a.m. to 6:00 a.m.
 6:01 a.m. to 12 noon
 12:01 p.m. to 6:00 p.m.
 6:01 p.m. to 12:00 midnight

When lodging, transportation and/or meals are paid or provided by any federal, state or local governmental agency, the traveler shall be reimbursed only for the actual expenses paid by the traveler and not paid or reimbursed by another governmental entity.

B. Transportation

Employees must use the most efficient and economical means of travel. The most economical mode of travel is determined by the following conditions: the nature of the business; the most efficient and economical means of travel, considering time of the traveler, impact on productivity of the traveler, cost of transportation, and projected per diem expenditures, the number of persons making the trip as well as the amount of any equipment or materials that may need to be transported.

- Airline Travel – Coach Fare, by the route and/or rate best suited for the interest of the County, is allowed and must be documented by a paid receipt. Should a traveler select a different route and/or rate, for their own benefit, reimbursement will be limited to the Coach fare, by the route and/or rate, determined by what is in the best interest of the County. Reimbursement of first class air fare is specifically limited to trips under emergency conditions when coach accommodations are not available. In those instances where an electronic airline ticket was purchased, documentation should include a copy of the traveler's itinerary, identifying the purchase of the airline ticket, or a separate paid receipt for the airline ticket. Preferred method of payment is the Gulf County Purchasing Card.
- County-Owned Vehicles – When available, county-owned vehicles may be used for travel. Receipts for expenses must be presented.
- Private Vehicle – Use of a private car for travel is authorized when approved on the Travel Authorization Form. A traveler using his/her privately owned vehicle will be reimbursed at the most current IRS rate in effect on the date(s) of travel. All mileage shall be shown from point of origin to point of destination. When possible, mileage should be computed and reimbursed on the basis of the current map of the Florida Department of Transportation for in-state travel at: <http://www3.dot.state.fl.us/mileage/>. Alternate methods of computing mileage if less, such as the use of an Internet map website (ie. Google Map), may be authorized on the Travel Authorization Form. Road and bridge tolls may be claimed in addition to mileage upon presentation of receipts. Vicinity mileage necessary for the conduct of official business is allowable but must be listed separately on the reimbursement request and the purpose explained.
- Train or Bus – Travelers must use the most economical accommodations on short trips, not involving overnight travel. On longer trips, travelers are entitled to

comfortable single accommodations. However, in no case will reimbursement exceed the rate of Coach fare for air travel to the destination.

- Taxi, Public Transportation, Parking and Car Rental – The actual costs incurred for normal use of taxi, public transportation and parking are reimbursable upon proper documentation and presentment of receipt.

Car rental expense is reimbursable but only when prior approval is obtained on the Travel Authorization Form and a receipt is attached. However, a County approved traveler should not purchase collision-damage waivers when renting a car, as the County's self-insured program is adequate to cover claims. The purchase of "Personal Accidental Insurance" by a traveler is also non-reimbursable as employees on authorized business are covered under Workmen's Compensation. The state contract for car rental providers should be used whenever possible. Please contact your department head or supervisor for preferred state rental car vendors and associated discount rates. Expenses incurred for collision-damage waivers or personal accident insurance will not be reimbursed unless prior approval of an exception is granted.

C. Telephone, Fax and Internet Charges

Only the cost of business calls, faxes and internet access charges with a stated business purpose are reimbursable. "Collect" calls to County offices are acceptable when required.

D. Registration Fees

Fees for registration, including meals and other programmed events sponsored by the conference or convention organization, should be paid with a county issued Purchasing Card whenever possible. Optional fees for recreation and/or entertainment activities associated with a conference or convention are not reimbursable. Fees for non-county officials or non-county employees (e.g., family members) to participate in activities are not reimbursable.

E. Miscellaneous

Any other necessary expense, not otherwise provided for but incurred for the benefit of the County, must appear together with identification on the Travel Expense Report form.

SECTION XI: LOCAL MILEAGE REIMBURSEMENT (CLASS C)

Reimbursement for local mileage shall be submitted on the Local Travel Reimbursement form and shall specify:

- the date of the travel;
- the origin;
- the destination;
- the number of miles traveled;

- the purpose of the travel, and;
- the amount requested for reimbursement.

If the expenses being requested for reimbursement pertain to use of a privately owned vehicle, the reimbursement amount is calculated by multiplying the number of miles traveled by the most current IRS mileage allowance. No receipts are required.

If the expenses being requested for reimbursement pertain to use of a County vehicle, receipts for actual expenses for fuel or tolls must be attached.

The Travel Reimbursement Form shall be submitted monthly and must be signed by the employee requesting the reimbursement and the appropriate department head or his designee to include the County Administrator.

XII. IMPROPER CLAIMS

Florida Statutes, Section 112.061(10), states “any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to the every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.” Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

**GULF COUNTY, FLORIDA
VOUCHER FOR REIMBURSEMENT
OF TRAVEL EXPENSES**

TRAVELER		AGENCY	
SOCIAL SECURITY NO. <u>XXX-XX-XXXX</u>		HEADQUARTERS	
CHECK ONE: OFFICER/EMPLOYEE		RESIDENCE (CITY)	
NONEMPLOYEE IND. CONTRACTOR		OPS	
Date	Travel Performed From Point of Origin To Destination	Hour of Departure And Hour of Return	Meals for Class A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z
	Purpose or Reason (Name of Conference)	Check here if meal was included in registration but not received and explain in box below	Per Diem or Actual Lodging Expenses
		Map Mileage Claimed	Vicinity Mileage Claimed
		Amount	Other Expenses
		Amount	Type

Explanation of Special Circumstances and Benefits to County:

Fund: _____ Advance of Actual _____
 Check Number _____
 Check Date _____

LESS ADVANCE RECEIVED \$ _____
 LESS ITEMS INCLUDED ON CREDIT CARD \$ _____
 NET AMOUNT DUE TRAVELER \$ _____
 NET AMOUNT DUE THE STATE \$ _____

I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter, that the travel expenses were actually incurred by me as necessary in the performance of official duties, that per diem claimed, has been appropriately reduced by any meals or lodging included in the conventional per diem/registration-less claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes.

TRAVELER'S SIGNATURE: _____
 TITLE: _____
 SIGNATURE DATE: _____

SUPERVISOR'S SIGNATURE: _____
 SUPERVISOR'S TITLE: _____
 SIGNATURE DATE: _____

Regarding Variance for proposed deck
addition @ 175 & 177 Sea Shore Dr.
St Joe Beach Elizabeth Day & Bill Heim

To whom it may concern,
Please refund the \$75.00 I paid
for above variance as I applied in
Aug & it doesn't appear that
it will be approved

Sincerely,
Elizabeth Day

2013 MAR 20 PM 1:26

BCC APPROVED

DATE _____ D.C. _____

3/26/13 LL

PUBLIC NOTICE

A Public Hearing will be held at the Planning and Development Review Board (PDRB) meeting on Monday, March 18 , 2013 at 8:45 a.m. EST, and at the Board of County Commissioners (BOCC) meeting on Tuesday, March 26, 2013 at 9:00 a.m. EST. Both public hearings will be held in the BOCC Meeting Room at the Robert M. Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida. The public hearings will be to discuss and act on the following:

1. Resume Tabled Variance Application - Ellis C. Smith - Parcel ID # 03806-085R - Located in Section 31, Township 6 South, Range 11 West, Gulf County, Florida - encroachment into road setback to within 10' of ROW.
2. Preliminary Plat Application for a Minor Subdivision - Timothy H. Jarrett - Parcel ID # 06345-120R - Located in Section 36, Township 8 South, Range 12 West, Gulf County, Florida - development of a four (4) lot subdivision.
3. Variance Application - Kathleen Gingrass - Parcel ID # 03798-016R - Located in Section 31, Township 6 South, Range 11 West, Gulf County, Florida - encroachment into side setback with deck.
4. County Development Regulations and Policies
5. Staff, Public and Open Discussion

The public is encouraged to attend and be heard on these matters. Information prior to the meeting can be viewed at the Planning Department at 1000 Cecil G. Costin Sr. Blvd., Room 311.

Ad #2013-47

Date: March 7, 2013 and March 14, 2013

Invoice: Gulf County Planning Department

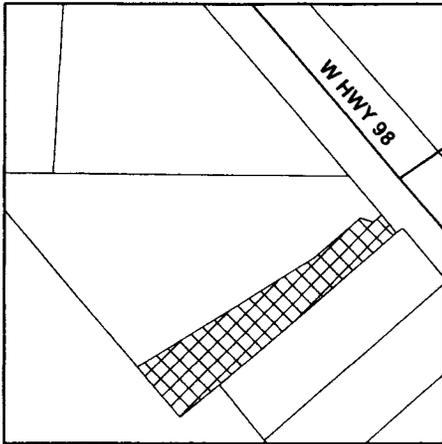
Size: Headline no smaller than 18 point

Must be at least 2 columns wide by 10 inches long

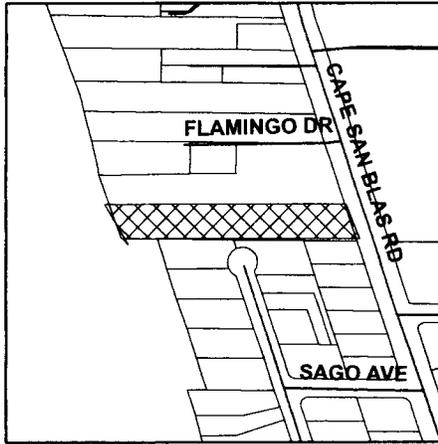
Must not appear in the newspaper portions where legal notices and classified advertisements appear

MAP

Variance - Ellis C. Smith



Preliminary Minor Subdivision-Jarrett



Variance - Kathleen Gingrass

