

**BOARD OF COUNTY COMMISSIONERS**

**GULF COUNTY, FLORIDA**

<b>AGENDA</b>	<b>JANUARY 10, 2012</b>	<b>TIME / PAGE NO.</b>
1. Meeting Called to Order . . . . .		6:00 p.m.
2. Consent Agenda . . . . .		1-41
3. Public Hearing – Ordinance – Capital Improvement Schedule . . . . .		42
4. Public Hearing – P.D.R.B. Recommendations (December 19, 2011). . . . .		43-44
4. County Staff Business		
5. Board Business		
6. Bobby Pickels – Chamber Matters		
7. 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

January 10, 2012

1. Approval of Checks and warrants for December, 2011 which are incorporated herein by reference, pursuant to Chapter 136.06 F.S.
2. Agreement – FL Department of Corrections (Inmate Dog Obedience Program) 1-10
3. Change Order #5 – Bryan-Co Services, Inc. (C.D.B.G. Disaster Recovery Initiative Affordable Rental Housing \* Moss Creek) . 11
- Change Order #6 – Bryan-Co Services, Inc. (C.D.B.G. Disaster Recovery Initiative Affordable Rental Housing \* Pine Ridge) . 12
- Change Order #12 – Bryan-Co Services, Inc. (C.D.B.G. Disaster Recovery Initiative Affordable Rental Housing \* Liberty Manor) . 13
- Change Order #4 – C.W. Roberts Contracting, Inc. (Cape San Blas Shard Use Path Phase III \* Increase \$3,500.00) . . . . . 14
4. Community Service Hours (Permission for Juvenile Offenders to Perform Community Service Hours at Gulf County E.M.S.) . 15
5. Invoices – Bryan-Co Services, Inc. – C.D.B.G.-D.R.I. Affordable Rental Housing \* Moss Creek Apartments \* Application #3 \* \$4,047.50 \* to be paid from Account #113554-34000) . 16-17
- Bryan-Co Services, Inc. – C.D.B.G.-D.R.I. Affordable Rental Housing \* Pine Ridge Apartments \* Application #4 \* \$14,616.50 \* to be paid from Account #113554-34000) . . . . . 18
- Bryan-Co Services, Inc. – C.D.B.G.-D.R.I. Affordable Rental Housing \* Liberty Manor Apartments \* Application #2 \* \$26,451.40 \* to be paid from Account #113554-34000) 19
- Coast2Coast Printing & Promotions, Inc. - Gulf County Visitors Guide (Invoice #7139 \* \$31,895.00 \* to be paid from Account #27452-48000) . . . . . 20-22
- County Attorney Jeremy Novak (December 6-31, 2011 \* \$8,833.27 \* to be paid from Account #21314-31100) . . . . . 23-25
- From The Heart Music Hour – (T.D.C. Event \* April 6-8, 2012 \* Invoice #71 \* \$13,250.00 \* to be paid from Account #BP327452-48001) . . . . . 26-28
- Nick Honachefsky – Saltwater Fishing Article in 2012 Gulf County Visitor Guide (Invoice \* \$316.40 \* to be paid from Account #27452-48000) . . . . . 29

	- Ramsey's Printing & Office – New Years Twice Posters (Invoice #042285 * \$93.90 * to be paid from Account #BP327452-48001)	30
6.	T.D.C. Invoices – Kerigan Marketing Associates (Invoice #6151 * \$7,361.00 * to be paid from Account #BP3 27452-49202)	31-33
	- Kerigan Marketing Associates (Invoice #6161 * \$359.00 * to be paid from Account #BP3 27452-49203)	34
	- Gulf County Chamber of Commerce (\$1,411.13 * to be paid from Account #27452-83000)	35
	- Gulf County Chamber of Commerce (Invoice #11-089 * \$4,500.00 * to be paid from Account #27452-83000)	36
	- St. Joseph Bay Golf Club (Sponsorship * \$4,000.00 * to be paid from Account #27452-83000)	37-39
	- Ramsey's Printing & Office (Invoice #042369 * \$262.00 * to be paid from Account #BP3 27452-48000)	40
	- Gulf County Chamber of Commerce (Invoice #11-058 * \$20,000.00 * to be paid from Account #BP 27452-48000)	41



FLORIDA  
DEPARTMENT of  
CORRECTIONS

Governor  
**RICK SCOTT**

Secretary  
**KENNETH S. TUCKER**

*An Equal Opportunity Employer*

501 South Calhoun Street • Tallahassee, FL 32311

<http://www.dc.state.fl.us>

December 5, 2011

Warren Yeager Jr., Chairman  
Gulf County Board of County Commissioners  
1000 Cecil G. Costin, Sr. Blvd  
Port St. Joe, Florida 32456  
(850) 229-6106

Mr. Yeager:

Enclosed for signature are two (2) originals of Agreement # A2698 between the Florida Department of Corrections and the Gulf County Board of County Commissioners to implement an inmate basic dog obedience re-entry program at the Department of Corrections' Gulf Correctional Institution.

Please obtain the needed signatures/dates on both agreement originals and **return both agreement originals** to me at the address provided below, via express mail, for further processing. Once the agreement has been executed by the Department, one (1) executed original of the agreement will be provided to you for your recordkeeping.

Steven W. Eswine  
Florida Department of Corrections  
Bureau of Procurement and Supply  
4070 Esplanade Way, Room 280Y  
Tallahassee, Florida 32311

If you should have any questions or concerns, please feel free to contact me at (850) 717-3673.

Sincerely,

Steven W. Eswine  
Government Operations Consultant II  
Bureau of Procurement and Supply

2012 JAN -4 PM 12:28  
DEPARTMENT OF CORRECTIONS  
TALLAHASSEE, FLORIDA

CONSENT  
DATE 1-10-12

**MEMORANDUM OF AGREEMENT  
BETWEEN  
GULF COUNTY BOARD OF COUNTY COMMISSIONERS  
AND  
THE FLORIDA DEPARTMENT OF CORRECTIONS**

**PARTIES**

This Memorandum of Agreement (Agreement) is between the Florida Department of Corrections (“Department”) and Gulf County Board of County Commissioners (Participating Entity”), which are the parties hereto.

**PURPOSE**

The purpose of this Agreement is to establish the general conditions and joint processes that will enable the Participating Entity and the Department as partners to collaborate in implementing a re-entry program whereby inmates will receive education and instruction on providing basic obedience training for dogs. The training program will be located at the Department’s Gulf Correctional Institution.

**BACKGROUND**

For many years community-based organizations have provided program services to inmates in the custody of the Department. The services provided by these groups are a valuable supplement to existing programs provided by the Department. The Department encourages such public/private partnerships as a means to expand training opportunities to a greater number of inmates and to assist with their successful post-release transition.

**I. TERM OF AGREEMENT**

This Agreement shall begin on March 1, 2012, or the date on which it is signed by both parties, whichever is later, and shall end at midnight on February 28, 2015. In the event this Agreement is signed by the parties on different dates, the latter date shall control.

**II. SCOPE OF AGREEMENT**

As of the date of execution of this Agreement, the Department authorizes the Participating Entity to provide training program services at the Gulf Correctional Institution (“GCI”). If the Department or the Participating Entity wishes to expand programming or include additional facilities, a separate Memorandum of Agreement must be executed.

The Department and the Participating Entity agree to carry out their respective duties and responsibilities outlined below, subject to controlling law, policy(ies) and/or procedures, and in consideration of the mutual interests and understandings expressed herein.

**A. Department’s Responsibilities**

The Department will perform the following duties in support of this Agreement:

- 1) Place the training program at the referenced institution;

- 2) Select and assign inmates for the training program based on institutional need and applicable data from the Offender Based Information System. The Department agrees to assign no more than two (2) inmate trainers per dog, however, other inmates may be assigned to support roles;
- 3) Assign staff to provide appropriate supervision and direction to the inmates assigned to this training program and to serve as central contact points for the Participating Entity;
- 4) Ensure that all dogs at the institution wear the collars provided by the Participating Entity at all times;
- 5) Ensure that upon delivery to the institution, all dogs are processed through the prescribed obedience training program;
- 6) Provide appropriate space required for the operation of the training program. The dogs will be housed in wire crates within institution dorm(s) established for the training program;
- 7) Accommodate up to twelve (12) dogs; the number of dogs to be housed at the institution at any given time may be changed by mutual agreement by the Warden and the Participating Entity;
- 8) Comply with the safety and health standards established by the Participating Entity as to the care and maintenance of the dogs to the best of its ability and operate the training in accordance with the Participating Entity guidelines;
- 9) Oversee inventory control making sure all food for the animals and needed equipment are well stocked and kept in accordance with the institution's security procedures;
- 10) Promptly report to the Participating Entity any observable health concerns pertaining to the animals at the institution. Institution staff are not veterinary professionals and are therefore not responsible for medical diagnosis of dogs selected by the Participating Entity to participate in this training program;
- 11) Ensure that accurate and legible records are maintained for each dog reflecting any observable health concerns and training progress;
- 12) Release dogs being removed and/or transported from the institution, only to the custody of authorized the Participating Entity staff;
- 13) Utilize resources and dogs provided by the Participating Entity solely for the intent outlined in this Agreement; and
- 14) Provide required orientation training in accordance with Department Procedure 503.004, "Volunteers", for the Participating Entity employees and volunteers prior to providing services at the institution.

**B. Participating Entity Responsibilities:**

The Participating Entity will perform the following duties in support of this Agreement:

- 1) The Participating Entity will adhere to any and all relevant canine guidelines pertaining to Department Procedure 601.221, "Service Dog Training and Canine Obedience Training for Canine Adoptions";
- 2) The Participating Entity will adhere to any and all relevant security guidelines and to Department Procedure 602.016, "Entering and Exiting Department of Corrections Institutions";
- 3) Select and provide up to twelve (12) dogs to be housed at the institution and trained by inmates assigned to this training program; the number of dogs to be housed at the institution at any given time shall be mutually agreed to by the Warden and the Participating Entity. Dogs selected by the Participating Entity to participate in this training program shall be appropriate for safe-handling by Department staff and assigned inmates and that do not exhibit or have not exhibited, a history of aggression;
- 4) Ensure each dog is sterilized, properly vaccinated and micro-chipped, and ensure that on delivery to the institution each dog has a collar with a current rabies tag attached. All routine and emergency medical care provided for dogs selected by the Participating Entity to participate in this training program is the responsibility of the Participating Entity;
- 5) Provide primary and secondary staff to provide oversight of the program and to serve as central contacts for the institution;
- 6) Provide training for institution staff and/or inmates involved in the program;
- 7) Provide staff available for questions and concerns via telephone and email during regular working hours, and on-call Animal Control Officers will be available to assist as necessary during non-working hours;
- 8) Provide transportation of incoming and outgoing animals;
- 9) Provide all food, training equipment, wire crate material for securing dogs within institution dorm(s) and medical care required for the animals;
- 10) Provide positive media coverage through coordination with the Department's Director of Public Affairs and the Warden;
- 11) Comply with all applicable local, state and federal statutes, laws and regulations pertaining to the training and treatment of animals;
- 12) Maintain records of dogs in the program;
- 13) Reimburse any routine and emergency care veterinary costs attributed to dogs selected by the Participating Entity to participate in the training program (except as provided in Section VII.E) and incorrectly billed to the institution;

- 14) Follow all rules, procedures and instructions of authorities of the Department while on Department property; and
- 15) Provide the Department access to all records associated with the Participating Entity's program; the Participating Entity agrees that the Department has the right to review and monitor all records associated with the Participating Entity's program.

### III. FINANCIAL OBLIGATIONS OF THE PARTIES

The Department and the Participating Entity acknowledge that this Agreement is not intended to create financial obligations as between the parties. However, in the event that costs are incurred as a result of either or both of the parties performing their duties or responsibilities under this Agreement, each party agrees to be responsible for their own costs.

### IV. AGREEMENT MANAGEMENT

#### A. Department's Agreement Administrator

The Chief, Bureau of Procurement and Supply, is designated Agreement Administrator for the Department and is responsible for maintaining the official Agreement file, processing any amendments or termination of the Agreement and for maintaining records of all formal correspondence between the Department and the Participating Entity regarding administration of the Agreement.

The name, address and telephone number of the Department's Agreement Administrator is:

Chief, Bureau of Procurement and Supply  
Department of Corrections

***Mailing Address:***

501 South Calhoun Street  
Tallahassee, Florida 32399-2500

***Physical Address:***

4070 Esplanade Way  
Tallahassee, Florida 32311  
(850) 717-3700 (telephone)  
(850) 488-7189 (facsimile)

#### B. Agreement Managers

The parties have identified the following individuals as Agreement Managers. These individuals are responsible for enforcing performance of the Agreement terms and conditions and shall serve as liaison/agency contact regarding issues arising out of this Agreement.

#### **DEPARTMENT OF CORRECTIONS**

Charles Halley  
Warden, Gulf Correctional Institution  
500 Ike Steele Road  
Wewahitchka, Florida 32465-0010  
(850) 639-1101 (telephone)  
(850) 639-1182 (facsimile)  
[halley.charles@mail.dc.state.fl.us](mailto:halley.charles@mail.dc.state.fl.us) (e-mail address)

**GULF COUNTY BOARD OF COUNTY  
COMMISSIONERS**

Warren Yeager, Jr.  
Chairman  
1000 Cecil G. Costin, Sr. Boulevard  
Port Saint Joe, Florida 32456  
(850) 229-6106 (telephone)  
(850) 229-9252 (facsimile)  
[commissioner5@gulfcountry-fl.gov](mailto:commissioner5@gulfcountry-fl.gov) (e-mail address)

**V. REVIEW AND MODIFICATION**

- A. Upon request of either party, both parties will review this Agreement in order to determine whether its terms and conditions are still appropriate. The parties agree to renegotiate terms and conditions hereof if it is mutually determined that significant changes in this Agreement are necessary. There are no obligations to agree by either party.
- B. Modifications to the provisions of this Agreement, with the exception of Section IV., Agreement Management, shall be valid only through execution of a formal written amendment to the Agreement.

**VI. TERMINATION**

This Agreement may be terminated at any time upon the mutual consent of both parties or unilaterally by either party upon no less than thirty (30) calendar days' notice. Notice shall be delivered by certified mail, (return receipt requested).

In addition, this Agreement may be terminated with 24 hours notice by the Department for any failure of the Participating Entity to comply with the terms of this Agreement or any applicable Florida law.

**VII. CONDITIONS**

A. Institutional Security

In carrying out the provisions of this Agreement, the Participating Entity must comply with all security procedures for vendors doing business in the Department's facilities as contained in Department Procedure 602.016, "Entering and Exiting Department of Corrections Institutions", and the Security Requirements for Contractors, attached hereto and herein referred to as "Attachment A".

B. Waiver and Assumption of Risk

The Department and the Participating Entity are state agencies or political subdivisions as defined in Section 768.28, Florida Statutes, and agree to be fully responsible for acts and omissions of their own agents or employees to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by either party to which sovereign immunity may be applicable. Further, nothing herein shall be construed as consent by a

state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement or any other contract.

C. Background Checks

At the Department's discretion and expense, the Participating Entity staff and representatives assigned to this project shall be subject to a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) background/criminal records check. The records check may occur or re-occur at any time during the Agreement. The Department has full discretion to require the Participating Entity to disqualify, prevent, or remove any staff member or representative from any work under the Agreement. The use of criminal history records and information derived from such records checks are restricted pursuant to Section 943.054, F.S. The Department shall not disclose any information regarding the records check findings or criteria for disqualification or removal to the Participating Entity. The Department shall not confirm to the Participating Entity the existence or nonexistence of any criminal history record information. In order for the Department to conduct this records check, the Participating Entity shall provide to the institution(s) at which the Program is offered, prior to the performance of any services under this Agreement, the following data for any individual staff or volunteers assigned to the Agreement (including staff in the hiring process): full name, race, gender, date of birth, social security number, driver's license number and state of issue.

D. Confidentiality

The Participating Entity shall ensure all staff and volunteers assigned to this Agreement maintains confidentiality with reference to individual participants receiving services in accordance with applicable local, state, and federal laws, rules and regulations. The Department and the Participating Entity agree that all information and records obtained in the course of providing services under this Agreement shall be subject to confidentiality and disclosure provisions of applicable federal and state statutes and regulations adopted pursuant thereto.

The Participating Entity agrees to keep all Department personnel information (i.e., DC staff telephone numbers, addresses, etc.) strictly confidential and shall not disclose said information to any person, unless released in writing by said Department.

E. Disputes

Any dispute concerning performance of the terms of this Agreement, to include the Participating Entity claims for reimbursement of veterinary costs caused by deliberate or avoidable injury or illness while at the institution, shall be resolved informally by the Agreement Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Department's Assistant Secretary of Institutions and Re-Entry. The Assistant Secretary shall decide the dispute, reduce the decision to writing, and deliver a copy to the parties, the Agreement Managers and the Agreement Administrator.

**AUTHORIZATION FOR SIGNATURE**

The parties hereto cause this Agreement to be executed by their undersigned officials as duly authorized.

**GULF COUNTY BOARD OF COUNTY COMMISSIONERS**

SIGNED BY: \_\_\_\_\_

NAME: Warren Yeager, Jr.

TITLE: Chairman

DATE: \_\_\_\_\_

**DEPARTMENT OF CORRECTIONS**

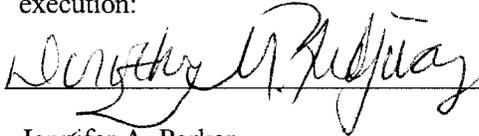
Approved as to form and legality, subject to execution:

SIGNED BY: \_\_\_\_\_

NAME: Kenneth S. Tucker

TITLE: Secretary  
Department of Corrections

DATE: \_\_\_\_\_

SIGNED BY: 

NAME: Jennifer A. Parker

TITLE: General Counsel  
Department of Corrections

DATE: 11/23/11

**Firm Representing:** \_\_\_\_\_**Name of Employee/Vendor:** \_\_\_\_\_

(Print)

**DEPARTMENT OF CORRECTIONS****SECURITY REQUIREMENTS FOR CONTRACTORS**

- (1) FS 944.47: Except through regular channels as authorized by the officer-in-charge of the correctional institution, it is unlawful to introduce into or upon the grounds of any state correctional institution, or to take or attempt to take or send or attempt to send therefrom any of the following articles, which are hereby declared to be contraband.
- (a) Any written or recorded communication or any currency or coin given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution.
  - (b) Any article of food or clothing given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution.
  - (c) Any intoxicating beverage or beverage which causes or may cause an intoxicating effect.
  - (d) Any controlled substance or any prescription or nonprescription drug having a hypnotic, stimulating or depressing effect.
  - (e) Any firearm or weapon of any kind or any explosive substance. (This includes any weapons left in vehicles)
  - (f) Any cellular telephone or other portable communication device intentionally and unlawfully introduced inside the secure perimeter of any state correctional institution without prior authorization or consent from the officer in charge of such correctional institution.

A person who violates any provision of this section as it pertains to an article of contraband described in subsections (a), (b), or (f) is guilty of a felony of the third degree. In all other cases, a violation of a provision of this section constitutes a felony of the second degree.

- (2) Do not leave keys in ignition locks of motor vehicles. All vehicles must be locked and windows rolled up when parked on state property. Wheel locking devices may also be required.
- (3) Keep all keys in your pockets.
- (4) Confirm, with the Institutional Warden, where construction vehicles should be parked.
- (5) Obtain formal identification (driver's license or non-driver's license obtained from the Department of Highway Safety and Motor Vehicles). This identification must be presented each time you enter or depart the institution.
- (6) Absolutely no transactions between contract personnel and inmates are permitted. This includes, but is not limited to, giving or receiving cigarettes, stamps, or letters.

- (7) No communication with inmates, verbal or otherwise, is permitted without the authorization of the officer-in-charge.
- (8) Strict tool control will be enforced at all times. Tools within the correctional institution are classified as AA, A, or B. Class AA tools are defined as any tool that can be utilized to cut chain link fence fiber or razor wire in a rapid and effective manner. Class A tools are defined as those tools which, in their present form, are most likely to be used in an escape or to do bodily harm to staff or inmates. Class B tools are defined as tools of a less hazardous nature. Every tool is to be geographically controlled and accounted for at all times. At the end of the workday, toolboxes will be removed from the compound or to a secure area as directed by security staff. You must have two copies of the correct inventory with each tool box, one copy will be used and retained by security staff who will search and ensure a proper inventory of tools each time the tool box is brought into the facility, the other copy will remain with the tool box at all times. Tools should be kept to a minimum (only those tools necessary to complete your job). All lost tools must be reported to the Chief of Security (Colonel or Major) **immediately**. No inmate will be allowed to leave the area until the lost tool is recovered.
- (9) Prior approval must be obtained from the Chief of Security prior to bringing any powder-activated tools onto the compound. Strict accountability of all powder loads and spent cartridges is required.
- (10) All construction materials will be delivered into the compound on trucks entering through the sallyport gate. As the security check of vehicles is an intensive and time consuming (10-15 minutes) process, the contractor is requested to minimize the number of deliveries.
- (11) Establish materials storage and working areas with the Warden and/or Chief of Security.
- (12) Control end-of-day construction materials and debris. Construction materials and debris can be used as weapons or as a means of escape. Construction material will be stored in locations agreed to by security staff and debris will be removed to a designated location. Arrange for security staff to inspect the project area before construction personnel leave. This will aid you in assuring that necessary security measures are accomplished.
- (13) Coordinate with the Warden and Chief of Security regarding any shutdown of existing systems (gas, water, electricity, electronics, sewage, etc.). Obtain institutional approval prior to shutting down any existing utility system. Arrange for alternative service (if required) and expeditious re-establishment of the shutdown system.
- (14) With the intent of maintaining security upon the institution's grounds, a background check will be made upon all persons employed by the contractor or who work on the project. **The department, represented by institution's Warden, reserves the right to reject any person whom it determines may be a threat to the security of the institution.**

\_\_\_\_\_  
Signature of Employee/Vendor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Witness

**GULF COUNTY CDBG DISASTER RECOVERY INITIATIVE  
AFFORDABLE RENTAL HOUSING  
CHANGE ORDER #5**

In reference to the Contract Documents executed on September 22, 2011 between Bryan-Co Services, Inc., Wewahitchka, Limited and Gulf County, through execution of this Change Order, the following changes, additions and/or deletions are hereby accepted by all involved parties and incorporated as part of said Contract Documents:

Description of Change Order: No-cost time extension to extend contract by ninety (90) days.

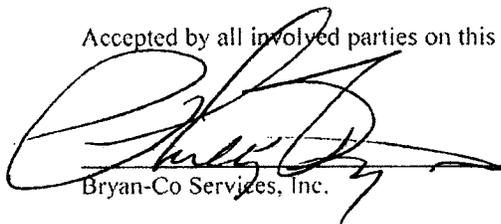
DESCRIPTION	ADDITIONS	DELETIONS
No-cost time extension to extend contract by ninety (90) days.	-	-
<b>TOTAL</b>		
Net Change by Change Orders		

This Change Order hereby becomes an integral part of the Contract Documents, pursuant to Sections 2(b), 18 and 19 of the Construction Contract.

The Construction Contract amount is hereby adjusted by \$0.00 for an adjusted contract amount of \$40,475.00.

The Construction Contract deadline is hereby adjusted by 90 days for an adjusted completion date of March 26, 2011.

Accepted by all involved parties on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:

  
\_\_\_\_\_  
Bryan-Co Services, Inc.

\_\_\_\_\_  
Wewahitchka, Limited

Attest:



\_\_\_\_\_  
Gulf County

\_\_\_\_\_  
Housing Rehabilitation Specialist

1-10-12 CC 11

GULF COUNTY CDBG DISASTER RECOVERY INITIATIVE  
AFFORDABLE RENTAL HOUSING  
CHANGE ORDER #6

In reference to the Contract Documents executed on September 22, 2011 between Bryan-Co Services, Inc., Pine Ridge, Limited and Gulf County, through execution of this Change Order, the following changes, additions and/or deletions are hereby accepted by all involved parties and incorporated as part of said Contract Documents:

Description of Change Order: No-cost time extension to extend contract by ninety (90) days.

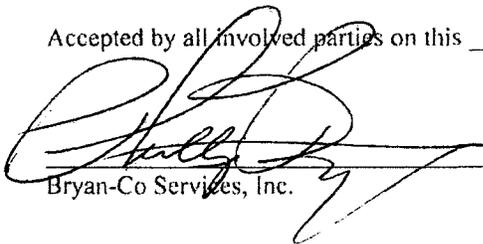
DESCRIPTION	ADDITIONS	DELETIONS
No-cost time extension to extend contract by ninety (90) days.	-	-
<b>TOTAL</b>		
Net Change by Change Orders		

This Change Order hereby becomes an integral part of the Contract Documents, pursuant to Sections 2(b), 18 and 19 of the Construction Contract.

The Construction Contract amount is hereby adjusted by \$0.00 for an adjusted contract amount of \$146,215.00.

The Construction Contract deadline is hereby adjusted by 90 days for an adjusted completion date of March 26, 2011.

Accepted by all involved parties on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:

  
Bryan-Co Services, Inc.

\_\_\_\_\_  
Pine Ridge, Limited

Attest:

  
\_\_\_\_\_  
Housing Rehabilitation Specialist

\_\_\_\_\_  
Gulf County

RECEIVED  
1-10-12  12

GULF COUNTY CDBG DISASTER RECOVERY INITIATIVE  
AFFORDABLE RENTAL HOUSING  
CHANGE ORDER #12

In reference to the Contract Documents executed on September 22, 2011 between Bryan-Co Services, Inc., Liberty Manor, Limited and Gulf County, through execution of this Change Order, the following changes, additions and/or deletions are hereby accepted by all involved parties and incorporated as part of said Contract Documents:

Description of Change Order: No-cost time extension to extend contract by ninety (90) days.

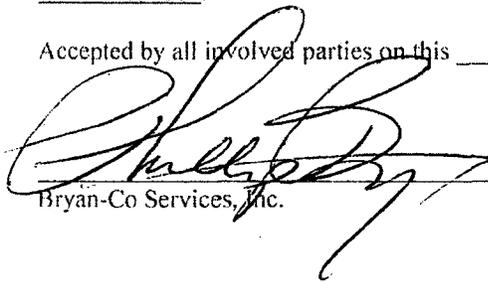
DESCRIPTION	ADDITIONS	DELETIONS
No-cost time extension to extend contract by ninety (90) days.	-	-
<b>TOTAL</b>		
Net Change by Change Orders		

This Change Order hereby becomes an integral part of the Contract Documents, pursuant to Sections 2(b), 18 and 19 of the Construction Contract.

The Construction Contract amount is hereby adjusted by \$0.00 for an adjusted contract amount of \$117,914.00.

The Construction Contract deadline is hereby adjusted by 90 days for an adjusted completion date of March 26, 2011.

Accepted by all involved parties on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:

  
Bryan-Co Services, Inc.

\_\_\_\_\_  
Liberty Manor, Limited

Attest:

  
Housing Rehabilitation Specialist

\_\_\_\_\_  
Gulf County

10-12 CC

**CONTRACT CHANGE ORDER**

ORDER NO. 4	<b>14</b>
DATE	01/04/12
STATE	FLORIDA
COUNTY	GULF

CONTRACT FOR **CAPE SAN BLAS SHARED-USE (BIKE) PATH, PHASE III**

OWNER **GULF COUNTY BOARD OF COUNTY COMMISSIONERS**

To C.W. ROBERTS CONTRACTING, INC. Bid #1011-16  
 (Contractor)

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

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
1. Water Valve Box Adjustments (10)  (See attachment)		\$ 3,500.00
TOTAL		\$ 3,500.00
NET CHANGE IN CONTRACT PRICE	\$ .00	\$ 3,500.00

**JUSTIFICATION:**

**To adjust ten (10) water valve boxes as a result of the bike path construction**

The amount of the Contract will be (Increased) by the Sum of Three thousand five hundred and no/100 Dollars (\$ 3,500.00).

The Contract Total including this and previous Change Orders will be: One million six hundred forty-nine thousand two hundred ninety-three and 34/100 Dollars (\$ 1,649,293.34 ).

The Contract Period provided for Completion will be changed to February 29, 2012.

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

Requested \_\_\_\_\_  
 William C. Williams, III, Chairman (Owner- County) \_\_\_\_\_ (Date)

Recommended \_\_\_\_\_  
 Jerry D. McClure, Project Manager (Owner's Architect/Engineer) \_\_\_\_\_ (Date)

Accepted \_\_\_\_\_  
 Wes Harper, Project Manager (Contractor) \_\_\_\_\_ (Date)

1-10-12 CC



**TIMOTHY J. McFARLAND**  
GULF COUNTY JUDGE  
1000 CECIL G. COSTIN, SR. BLVD., ROOM 126  
PORT ST. JOE, FLORIDA 32456

SANDRA J. LAMBERSON  
JUDICIAL ASSISTANT

PHONE: (850) 227-1141  
FAX: (850) 227-1142

December 15, 2011

Gulf County Board of County Commissioners:  
1000 C.G. Costin Sr. Blvd  
Port St. Joe, FL 32456

RE: Community Service Hours

Dear Commissioners:

As part of the sentence for certain juvenile offenses committed within Gulf County, I routinely require the performance of community service hours. With regard to some offenses, particularly traffic offenses, I would like to require the individual to specifically work for your emergency medical services units either washing the trucks or performing custodial duties as needed in both the Port St. Joe and Wewahitchka stations.

I have discussed this matter with Director Whitfield and he is confident that he can accommodate the individuals with tasks to perform. I would request your approval to allow these individuals to perform community service hours at the Gulf EMS stations under the direction of Mr. Whitfield or his designee as part of the sentence from the court. Thank you in advance for your time and attention with regard to this matter.

Sincerely,

Timothy J. McFarland

TJM/sjl

CONSENT  
DATE 1-10-12 OK

COMMUNITY  
COMMISSIONERS

2012 JAN -14 PM 12:27

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

**Towan Kopinsky, Grant Writer/Coordinator**

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

**M E M O R A N D U M**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: TOWAN, GRANT COORDINATOR** 

**DATE: JANUARY 4, 2012**

**TOPIC: C.D.B.G.-D.R.I. AFFORDABLE RENTAL HOUSING  
PROJECT INVOICES / H.A.P. VARIANCE**

2012 JAN -4 AM 11:40

-----

By this memo, I am requesting that the Board approve a variance to your Housing Assistance Plan (as follows) and approve payment of the attached invoices from Bryan-Co. Services, Inc. for Affordable Rental Housing renovations from the above-listed grant. This would allow 10% retainage instead of 20% on these projects.

***Contracts of \$20,000 or less will not be paid until the contractor has satisfactorily completed the rehabilitation work. Contracts in excess of \$20,000 will be allowed partial payments upon satisfactory completion of the rehabilitation construction milestones outlined in this section, with a retainage amount of 20% being held from each draw request. Construction milestones are determined by dividing the total dollar amounts associated with individual line items completed by the total contracted amount.***

CARMEN L. McLFMORE  
District 1

WARD McDANIEL  
District 2

BILL WILLIAMS  
District 3

TAN SMILEY  
District 4

WARREN J. YEAGER, JR.  
District 5

**16**

1-10-12 LL





**APPLICATION AND CERTIFICATION FOR PAYMENT**

PROJECT:  
**CDBG-DRI Affordable Rental Housing**  
 Liberty Manor Apartments  
 Port St. Joe, FL 32456

LOCAL GOVERNMENT:  
**Gulf County BOCC**  
 1000 Cecil G. Costin Sr. Boulevard  
 Port St. Joe, FL 32456

CONTRACTOR:  
**Bryan-Co Services, Inc.**  
 15037 SW 351 Highway  
 Horseshoe Beach, FL 32648

ADMINISTRATOR:  
**Jordan & Associates**  
 580 Wells Road, Suite #2  
 Orange Park, FL 32073

APPLICATION NO: 2

**PROJECT COMPLETION**

Contracts Executed: 09/22/11  
 NTP Issued: 09/27/11  
 To Be Completed By: 12/26/11  
 Calendar Days: 90

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in accordance with the Contract Documents.

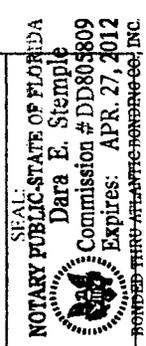
MODIFICATION SUMMARY			
Approved Change Orders To Date	ADDITIONS	DELETIONS	
Number	Date Approved		
1	11/22/2011	\$ 160.00	\$ -
2	11/22/2011	\$ 5,692.00	\$ -
3	11/22/2011	\$ 484.00	\$ -
4	11/22/2011	\$ 1,505.00	\$ -
5	11/22/2011	\$ 2,072.00	\$ -
6	12/13/2011	\$ 9,060.00	\$ -
7	12/13/2011	\$ 2,125.00	\$ -
8	12/13/2011	\$ 2,038.00	\$ -
9	12/13/2011	\$ 2,074.00	\$ -
10	12/13/2011	\$ 960.00	\$ -
11	12/13/2011	\$ 2,078.00	\$ -
		\$ -	\$ -
		\$ -	\$ -
<b>Net Change by Change Orders</b>		<b>TOTAL \$ 24,378.00</b>	<b>\$ 282,380.00</b>

- 1. ORIGINAL CONTRACT SUM \$ 89,676.00
- 2. Net Change by Change Orders \$ 282,380.00
- 3. ADJUSTED CONTRACT SUM TO DATE \$ 117,914.00
- 4. TOTAL COMPLETED AND STORED TO DATE \$ 117,914.00
- 5. RETAINAGE:
  - 10% OF TOTAL COMPLETED AND STORED TO DATE (Line 4) \$ 11,791.40
  - TOTAL EARNED LESS RETAINAGE \$ 106,122.60
- 6. CURRENT PAYMENT DUE \$ 79,671.20
- 7. LESS PREVIOUS APPLICATIONS FOR PAYMENTS \$ 26,451.40
- 8. BALANCE TO FINISH, PLUS RETAINAGE \$ 117,914.00

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

CERTIFYING CONTRACTOR: **BRYAN-CO SERVICES, INC.** Date: 1/3/11  
 By: *[Signature]*  
 Phillip C. Bryan, 2010 Vice President

APPROVED FOR PAYMENT  
 ADMINISTRATOR: **JORDAN & ASSOCIATES**  
 By: *[Signature]* County of FLORIDA Date: 12/20/2011  
 State of FLORIDA Commission Expires Apr 27 2012  
 Subscribed and sworn to before me this date: *[Signature]*  
 Notary Public: 114/12 OK  
 Notary Public: 113554-34000  
 Notary Public: SA3 - Liberty Manor  
 Notary Public: 12-10-12 CC



# COAST 2 COAST

PRINTING & PROMOTIONS, INC.

306 Williams Avenue

Port St Joe, FL 32456

# Invoice

Date	Invoice #
12/19/2011	7139

<b>Bill To</b>
Gulf County TDC 150 Captain Fred's Place Port St. Joe, FL 32456

<b>Ship To</b>

P.O. Number	Terms	Due Date	Rep
	Net 30	1/18/2012	SK

Quantity	Description	Price Each	Amount
50,000	Printing charges for the 2012 Gulf County Visitors Guide which includes: 64 Pages and 4 page Cover, total of 68 pages including cover 8.375" x 10.875" folded 80# Gloss Cover weight for outside cover and 80# Matte book weight for inside pages 4/4 Full color throughout with bleeds and UV Coating on outside covers PDF and Epson Hard Copy Proof (Included in cost) Saddle Stitch on 11" side Production time is 7 business days from approval of proof Delivery to TDC office in Port St. Joe, FL 32456 (included in cost) Art to be provided on Disk  50% payment is due with Art Disk and the remainder when guide is ready to ship.	0.6379	31,895.00

2012 JAN -14 PM 12:27

Thank you for your business.

<b>Subtotal</b>	\$31,895.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$31,895.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$31,895.00

850-229-2222

*\*31,895.00*  
*27452-48000*  
*Jan 4/12*  
 12/20/11  
 visitor guide

**Minutes of the December 6, 2011  
Tourist Development Council Meeting  
Gulf County Welcome Center**

- I. Quorum.** A quorum was established by the required attendance of seven TDC Board members.

Members in attendance were Steve Newman, Chris Petrie, Tony Justice, Alyson Gerlach, Mel Magidson, Jay Rish and Warren Yeagar.

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

The meeting was called to order at 8:06 a.m.

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

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

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

- III. Revenue Report** – Kerigan stated that the October numbers were a little lower than what we had in October 2010-2011 but higher than our average overall. Gerlach mentioned that her November booking is up 60 percent over last year and that they are already ahead for December. They are seeing a lot more longer stays weekly's versus weekend stays only.

**IV. Directors Report –**

- **Forgotten Coast Classic Fishing Tournament – Captain Mitch Coleman** – Coleman mentioned that the tournament was established three years ago from Mr. Duren. It was formally called the Bluewater Outriggers Charity Classic. Coleman stated he wanted to make the tournament more about an area event rather than a business. Coleman stated they have about \$20,000 in expenses they need help funding. Coleman is still trying to find sponsors but has asked the TDC for a funding request of \$25,000. Magidson made a motion to award the Forgotten Coast Classic Fishing Tournament with \$5000 of BP funds to market the event. Rish seconded it. All were in favor.
- **Looper Gathering – Clara Landry** – Landry stated that the Looper Gathering will be getting \$1500 in TDC Grant money this year. Landry asked for \$1000 in additional funds so she can use for food or to hire a band to play this year at the event. The event brings Loopers in for several days, weeks and sometimes

months. Rish made a motion to give the Looper Gathering event an additional \$1000. Justice seconded it. All were in favor.

- **Florida Panhandle Lighthouse Challenge – Beverly Mount-Douds** – Douds mentioned the annual lighthouse challenge to be held on April 20 and 21<sup>st</sup> will involve Cape San Blas, Crooked Island and St. George. Douds mentioned Chris Smith from Channel 7 will be broadcasting at the Cape San Blas Lighthouse doing the weather. Douds asked the board for a sponsorship of \$1500 that will help pay for the thank you bags and buttons they give out to everyone that participates in the challenge. Rish made a motion to give the Lighthouse challenge \$1500. Gerlach seconded it. All were in favor.
- ~~From the Heart Music Hour – Rick Ott~~ – Ott was approached by some local businessman about bringing his show to Gulf County and doing a segment here. Ott mentioned that this is a two hour broadcast and it would be filmed in Port Saint Joe the last weekend in March. Ott stated to do a show in Gulf County would cost about \$27,000. Ott stated that they would also package up the show and give to us to broadcast on our TV station. The show is seen on WFSU and will feature country singer Billy Dean with other entertainers. Ott requested a \$13,250.00 sponsorship to help pay for the entertainers, advertising and the sound. Rish made a motion to give \$13,250.00 of BP funds to From the Heart Music Hour for a Gulf County show. Magidson seconded it. All were in favor.
- ~~Visitor Guide Bid #1112-01~~ – Jack Kerigan stated that with all the new participants, addition of the Port City Trail Map and Boat Ramp spread the visitor guide will go from 64 pages to 68 pages. The Director mentioned that with a 68 page guide the postage will stay the same. The Director stated that the TDC went through 60,000 guides this year but partially due to the additional advertising we were able to do with BP funds. Kerigan believed they might not need as many for 2012. Petrie made a motion to get 50,000 guides printed for 2012. Gerlach seconded it. All were in favor. The board looked over the bid tabulation sheet. Petrie made a motion to go with Coast 2 Coast Printing for 68 page visitor guide at 50,000 copies for \$32,750.00. Gerlach seconded it. All were in favor.
- **Visitor Guide Cover Option** – Jack Kerigan went over the two visitor guide cover guide options the board liked from the last board meeting. The two covers had different fonts and titles. The board went with option #2. Gerlach made a motion to approve and use option #2 for the Gulf County Visitor guide. Rish seconded it. All were in favor.
- **Forgotten Faces of the Forgotten Coast** – Kerigan mentioned he was approached by Dana Palmer regarding having the TDC buy her photography prints for a permanent exhibition. Kerigan passed out her proposal to the board. The board passed.
- **Washington Gym Christian Concert** – Kerigan stated that he received a request for funding for a Christian concert and event at Washington Gym. The request stated that they would host up to four music groups that will cost approximately \$6,000 - \$7,000. The request was to pay the groups so all the money received will go to the church to help raise funds to improve their facilities, pay for food and fund the event in general. Kerigan stated he had discussed the event with Commissioner Smiley and he felt this would be a great event for Gulf County.

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

**23**

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

January 2, 2012

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

**Re: Professional Services Rendered  
NLG File No.: 2200-001, 004, 005, 006 & 007**

Dear Mr. Butler:

Enclosed for your review and file, please find our firm's invoices for professional services rendered.

Additionally, please note an invoice summary statement of both the general legal files and litigation matters for this period have been included for your reference, review and approval.

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

Very truly yours,  
**Novak Law Group, PLLC**

CONSENT  
DATE: 1-11-12

Encl.

cc: Kari Summers, Gulf County Clerk's Office

2012 JAN -4 PM 1:57  
FILED FOR RECORD  
RECEIVED  
CLERK OF COUNTY CLERK  
GULF COUNTY, FLORIDA

CARMEN L. McEMORE  
District 1

WARD McDANIEL  
District 2

BILL WILLIAMS  
District 3

TAN SMILEY  
District 4

WARREN YEAGER  
District 5

**23**

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

**24**

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

January 2, 2011

Gulf County Board of County Commissioners  
Chief Administrator's Office

**Attn: Donald Butler**

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

**Re: Summary of Professional Services Rendered and Enclosed Invoices  
Litigation – Professional Legal Services NLG File No.: 2200-004 & 005  
(12/6/11 - 12/31/11)**

Summary of Invoices for Professional Services  
Gulf County Litigation / Pending Litigation Matters

2200-005		
-	Gulf County Litigation / Pending Litigation Matters (9.45 hrs. x \$125)	= \$1,181.25
		<hr/>
2200-004		
-	Gulf County Deepwater Horizon Matters (5.00 hrs. x \$125)	= \$625.00
		<hr/>
	Total Professional services (litigation)	\$1,806.25

RECEIVED  
CLERK OF SUPERIOR COURT  
JAN 7 2011 11:57 AM  
2012 JAN -4 PM 1:57

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

BILL WILLIAMS  
District 3

TAN SMILEY  
District 4

WARREN YEAGER  
District 5

**24**

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

**25**

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

January 2, 2011

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

**Re: Summary of Professional Services Rendered and Enclosed Invoice  
NLG File No.: 2200-001, 2200-007 General Legal Services & Admin Costs**

Summary of Invoices for Professional Services (2200-001, 2200-007)

- Gulf County General Legal Representation (70.15 hrs. x \$100) (12-6- 12/31/11)	=	\$7,015.00
Total Professional services		\$7,015.00

Summary of Invoices for Administrative costs and fees (2200-006)

Monthly Invoice cycle (12/1/11 – 12/31/11)	=	\$ 378.83
- Gulf County – Westlaw, Legal Data, Administrative and Office Expenses (General Legal + Litigation matters + Admin/operational)		
- Federal Express Invoices/Courier charges (12/1/11 – 12/31/11)	=	\$ 12.02
General Professional services and admin. costs total		\$ 7,027.02

2012 JAN -4 PM 1:57  
CLERK OF COUNTY COURTS  
GULF COUNTY, FLORIDA

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

BILL WILLIAMS  
District 3

TAN SMILEY  
District 4

WARREN YEAGER  
District 5

**25**

# From The Heart Music Hour

# Invoice

55 Rose St.  
 P. O. Box 399  
 Sopchoppy, FL 32358  
 850-962-5282

fromtheheartrecordingstudio@gmail.com  
 www.fromtheheartofsopchoppy.com

PAID DEC 19 11 12

Date	Invoice #
12/19/2011	71

<b>Bill To</b>
Gulf County TDC

Terms	Due Date
50% Due on Receipt	12/19/2011

Description	Amount
From The Heart Music Hour Gulf County Weekend Dates: April 6, 7 & 8, 2012 Promotion and Film Production of Gulf County Entertainment scheduled at various venues in Gulf County (See Attachment A)  50% Due Upon Receipt of Invoice Balance Due April 6, 2012 by 10:00 AM	13,250.00

It's a pleasure working with Gulf County!	
<b>Sales Tax (7.0%)</b>	\$0.00
<b>Total</b>	\$13,250.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$13,250.00

2012 JAN -4 PM 12:27

3 6,625.00  
 BP3 27452-48001  
 Tullney  
 12/20/11  
 event - approved

**Attachment (A) Gulf County TDC Invoice 12/19/11**

From The Heart Music Hour –Gulf County Weekend - Proposed budget April 6, 7 & 8, 2012

Entertainment

1) Billy Dean	\$ 7500.00
2) Additional Entertainment	2500.00
3) Sound	3250.00
4) Rooms, Meals, Travel	3750.00
5) Advertising	5000.00
6) Film Crew/Cameras/Edit Broadcast Ready	5600.00
	-----
	\$ 27,600.00 Proposed Budget

**The Portion of the Above Proposed Budget Requested and Approved By Gulf County TDC Board**

A) Billy Dean	\$7500.00
B) 50 % Ad cost	2500.00
c) Sound	3250.00
	-----
	\$13,250.00

As stated by Rick Ott at the Gulf County TDC meeting of December 6, 2011, a deposit of 50% (\$6,625.00) of the funds allocated and approved by Gulf County TDC would be due upon receipt of his invoice with the balance paid no later than April 6, 2012.

The FTHMH budget not allocated by Gulf County TDC (\$ 14,350.00) will be raised through contributions made by local businesses, sponsors, fundraisers and WFSU pledge programs.

Production schedule April 6, 7 & 8, 2012 (Rain or Shine Event)

- A) From The Heart will establish 4 primary event locations that will feature local and regional artist with a guest appearance by Billy Dean at each of the 4 venues. Portions of the events will be filmed at each location along with additional footage highlighting the beauty and tourist

destination values of Gulf County. The footage will be compiled into a 2 hour episode of From The Heart Music Hour to broadcast sometime late spring or early summer of 2012 on WFSU-TV.

- B) Current venues include Port St. Joe (2 events April 6-7), Wewahitchka (April 7) and Indian Pass (April 8).
- C) From the Heart and WFSU will prepare a pledge campaign that includes accommodations in Gulf County for the weekend of the event as well as advertising spots for WFSU-TV and Radio. This campaign will run Feb 15th-April 8, 2012. WFSU-TV will also do some preliminary programming featuring areas and places of local interest prior to the event.
- D) A copy of the FTMMH broadcast will be released to Gulf County on DVD for promotional use after the initial airing on WFSU-TV. It will also be offered to other PBS affiliates state and nationwide. It will carry the Gulf County Logo embedded in the program.
- E) From The Heart will coordinate and implement all aspects of the weekend production.



**RAMSEYS' PRINTING & OFFICE**  
**209 REID AVE**  
**PORT ST. JOE, FL 32456**  
 TEL: (850)227-7468 FAX: (850)227-7768 TEL: (850)227-7767

**30**

SOLD TO: GCB001  
 GULF COUNTY BOARD COUNTY COMME  
 1000 CECIL G. COSTIN SR., BLVD  
 PORT ST. JOE, FL. 32456

DATE OF INVOICE : 12/15/11

PAGE 1

INVOICE NO: 042285  
 REF/PO#: KELLE NOVAK TDC  
 FROM INV: 042285

SHIP TO:  
 TOURIST DEVELOPMENT COUNCIL  
 150 CAPTAIN FRED'S PLACE  
 PORT ST. JOE FL 32456

FAX: (850)229-2458

PHONE: (850)229-7800 RTE: -0

Item	Part	Stock	ITEM	Qty	Qty	Qty to	Unit	Extended	
No	Number	Mfr. Number	DESCRIPTION	UOM	Ordered	Shipped	Follow	Price	Price St
1	PRINTING	---	44838 NEW YEARS TWICE POSTER.....	Ea	40	40	0	1.174	93.90 U
2	JOB#14071								

DEC 20 11 4: 25

2012 JAN -4 PM 12: 28

93.90  
 B03 27452-48001  
 Tailoring  
 12/20/11  
 Celebrate Twice New  
 Years event/  
 poster

RECEIVED BY: \_\_\_\_\_

SUB-TOTAL--> 93.90

CARRIER... OUR TRUCK

SALES TAX--> 0.00

FOB POINT: YOUR OFFICE

THIS INVOICE DUE ON OR BEFORE 01/14/12

TERMS....: Net 30 days from date of Inv.

INV. TOTAL--> 93.90

dh-001 GCB001 / 042285 LATE CHRG: 1.00%/\$1.00 MIN.

**\*\* Register to WIN a 32" Sony Bravia TV \*\***  
**\*\* Check out Our winter weather Tiger Shark Apparel! \*\***

30  
 1-10-12 U

**CONSENT AGENDA ITEMS**

**Kerigan Marketing**

Invoice #	Purpose	Date	Tearhssets	BP/TDC Budget	Amount	TDC Approved	BOCC Approved
6151	FL Travel & Lifestyles, Georgia Press, Horizon Travel and Atlanta mag	12/19/2011	Yes	BP	\$7,361.00		
6161	web hosting/ domain registrations	12/19/2011	Yes	BP	\$359.00		

**Grants**

Invoice #	Purpose	Date	Tearhssets	BP/TDC Budget	Amount	TDC Approved	BOCC Approved
Chamber of Commerce	Ghosts on the Coast	12/30/2011	Yes	TDC	\$1,411.13		
Chamber of Commerce	Scallop Fest Grant	10/6/2011	Yes	TDC	\$4,500.00		

**Sponsorships**

Invoice #	Purpose	Date	Tearhssets	BP/TDC Budget	Amount	TDC Approved	BOCC Approved
	Camp Gordon Johnston Silent Auction & Golf Tournament	11/28/2011	YES	TDC	\$4,000.00		

**Over \$5000**

Invoice #	Purpose	Date	Tearhssets	BP/TDC Budget	Amount	TDC Approved	BOCC Approved

**Proposed at board mtg (minutes)**

Invoice #	Purpose	Date	Tearhssets	BP/TDC Budget	Amount	TDC Approved	BOCC Approved
KMA	Homeschoolers Guide	1/3/2012		BP	\$300 + net	Yes	
KMA	Points North magazine	1/3/2012		BP	\$1700 + net	Yes	
Sacred Heart	Health Expo - Panama City Beach	1/3/2012		TDC	up to \$1000	Yes	
Zach Childs	Ling Ding Fishing Tournament	1/3/2012		TDC	\$1,500.00	Yes	

**BP-Other Invoices**

CONSENT AGENDA ITEMS

Invoice #	Purpose	Date	Teathtsets	BP/TDC Budget	Amount	TDC Approved	BOCC Approved
42369	New Years trolley magnets/Ramseys	12/21/2011		BP	\$262.00	yes	
Pyro Shows	Fireworks - New Years Eve	1/1/2012	contract	BP	\$4,800.00	yes	
Chamber	Scallop & Music Festival	8/22/2011		BP	\$20,000.00	yes	



260 Marina Drive  
 Port St Joe, FL  
 32456

# Invoice<sup>33</sup>

Invoice #: 6151  
 Invoice Date: 12/19/2011  
 Due Date: 1/18/2012

Bill To:

Gulf County Tourism  
 150 Captain Fred's Place  
 Port St. Joe, FL 32456

P.O. Number:

BP PRINT

Description	Amount
BP-PRINT MEDIA BP3 27452 49202	0.00
1. Florida Travel & Lifestyles Magazine- Purchased 1/2 page full color ad in December 2011 Issue	1,282.00T
2. Horizon Travel Magazine- Purchased 1/2 page full color ad and 1/2 page editorial in December Issue 2011 with an insert in the Toronto Star and National Post	2,800.00T
3. Georgia Press Association- Press Release: Military family to win a \$1,000 vacation, Veteran's Day Beach Giveaway to Florida Forgotten Coast	115.00T
4. Atlanta Magazine - Purchased 1/2 page full color ad in December 2011 Issue Government: Sales Tax Exempt	3,164.00 0.00

FILED FOR RECORD  
 FEDERAL CLERK  
 CLERK OF DISTRICT COURT  
 GULF COUNTY, FLORIDA  
 2012 JAN -4 AM 11:14

*Handwritten:*  
 \$7,361.00  
 BP3 27452-49202  
 Turley  
 1/31/12  
 print ads / magazines

CONSENT  
 1/10/12 OK

Thank you for your business. For questions call us at 850-229-4562 or email [accounting@kerigan.com](mailto:accounting@kerigan.com).

Payment terms are net 30 days. Finance charge of 1.5% monthly will be applied to any unpaid balance.

<b>Total</b>	\$7,361.00
<b>Payments / Credits</b>	\$0.00
<b>Balance Due</b>	\$7,361.00



260 Marina Drive  
 Port St Joe, FL  
 32456

# Invoice <sup>34</sup>

Invoice #: 6161  
 Invoice Date: 12/19/2011  
 Due Date: 1/18/2012

Bill To:

Gulf County Tourism  
 150 Captain Fred's Place  
 Port St. Joe, FL 32456

P.O. Number:

BP INTERAC...

Description	Amount
BP-INTERACTIVE BP3 27452 49203	0.00
Basic Web Hosting Package for pojolivemusicfest.com for the period of 1 year including: - 50 MB website file disk space - 1 GB website bandwidth - User accessible statistics - Up To 5 email addresses - Daily Backup of your site - You can relax knowing that our daily backup system, pro-active continuous monitoring system, and reliable 24/7/365 support technicians will always make sure that your site is up and operating at peak efficiency.	179.00
One year domain registration for pojolive.com for the period of 1 year	45.00
One year domain registration for pojomusic.com for the period of 1 year	45.00
One year domain registration for pojomusicfest.com for the period of 1 year	45.00
One year domain registration for pojolivemusicfest.com for the period of 1 year	45.00
Government: Sales Tax Exempt	0.00

FILED FOR RECORD  
 REBECCA L. MORRIS  
 CLERK OF CIRCUIT COURT  
 GULF COUNTY, FLORIDA  
 2012 JAN -4 AM 11:14

*\$359.00*  
*BP3 27452-49203*  
*Tweedy*  
*1/31/12*  
*RP Interactive web hosting*

CONSENT  
 DATE 1/10/12 OK

Thank you for your business. For questions call us at 850-229-4562 or email [accounting@kerigan.com](mailto:accounting@kerigan.com).

**Total** \$359.00

**Payments / Credits** \$0.00

**Balance Due** \$359.00

Payment terms are net 30 days. Finance charge of 1.5% monthly will be applied to any unpaid balance.

**34**

Gulf County TDC Reimbursement Request

Event Name: Ghosts on the Coast 10/31/11

Total Spent: \$1,586.13 (see breakdown)

Total Proceeds: \$250 (Progress Energy sponsorship)

Mail check to: Gulf County Chamber of Commerce  
PO Box 964  
Port St Joe, FL 32456

Total TDC request (eligible expenses): \$1,411.13

Brief summary of event: please see attachments

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GULF COUNTY, FLORIDA

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1/10/12 OK

\*GULF COUNTY CHAMBER OF  
 COMMERCE\*  
 P.O. Box 964  
 Port St. Joe, FL 32457  
 Phone (850) 227-1223

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 CLERK OF DISTRICT COURT  
 GULF COUNTY, FLORIDA

Invoice Date	Invoice #
10/6/2011	11-089

Send To
Gulf County TDC 150 Capt. Fred's Place Port St. Joe, FL 32456

Due upon receipt

Description	Amount
Request of grant dollars for Scallop Festival previously granted	4,500.00
Expenses:	
Advertising \$14,980	
Entertainment \$24,450	
Police Security \$1,300	
Supplies \$4,173	
Utilities \$7,474	
Insurance \$2,304	
Other \$627	
Total \$53,308	
<i>Handwritten:</i> 11/17/11 912nt - SC 21199 fest	
<b>Total</b>	\$4,500.00

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 2012 JAN -4 PM 12:31  
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 GULF COUNTY, FLORIDA

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 2011 NOV 17 PM 4:50  
 CLERK OF DISTRICT COURT  
 GULF COUNTY, FLORIDA

*Handwritten:* \$4,500.00  
 27452-8300  
 Tuxing  
 11-17-11



700 Country Club Road  
Port St. Joe, FL 32456

(850) 227-1751, (850) 227-1757, (850) 229-7199 fax  
www.stjoebaygolf.com, email: info@stjoebaygolf.com

**REPORT ON THE CAMP GORDON JOHNSTON WWII MUSEUM SILENT AUCTION AND GOLF TOURNAMENT HELD AT ST. JOSEPH'S BAY GOLF CLUB, NOVEMBER 18 AND 19, 2011**

The grant provided by the Gulf County Tourism Development Council allowed us to advertise and promote a very successful two-day event. This was an event to raise needed funds for Camp Gordon Museum, a not-for-profit organization, and bring visitors to the golf club and our area.

The Silent Auction was held on the evening of November 18, 2011. The funds raised that evening resulted in \$2,589.00 to the benefit of the Camp Gordon Museum organization. As host of the event, the St. Joseph's Bay Golf Club collected a door charge of \$10.00 from each of the 65 attendees, 7 of which were from outside the area. Beer, wine, soft drinks, and hors d'oeuvres were served free as a promotion to attend, and in-kind entertainment was provided by George Boyer and Cletus Heaps, A.K.A. One More Shot. A good time was had by all with extremely positive comments coming from attendees with many promises to return to the area.

The golf tournament was held on November 19, 2011. It was preceded by a ceremony to honor all of America's veterans. The Port St. Joe High School NROTC Color Guard presented the colors and Major General Jim Simmons, Army Retired, was the keynote speaker.

Seventy three golfers participated in the tourney, with 22 being from outside the area. The funds raised through golf fees, sponsorships, and the sale of mulligans, resulted in an additional \$6,430.00 to the Camp Gordon Museum organization.

A survey of attendees from inside and outside the area of how they heard of the event revealed a very successful advertising and promotion of the event, which included posters, flyers, news releases, newspaper advertising, billboard advertising, e-blasts, a joint television appearance on Channel 13 in Panama City, golf award prize money, the reception, and door prizes.

A breakdown of responses included:

Posters & Flyers:	29
E-Blasts:	57
Friends/Family:	26
Camp Gordon:	8
Newspaper:	13
Radio:	4
Television:	1

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 GULF COUNTY, FLORIDA  
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\$4000.  
 27452-83000  
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 approved / sponsorship

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 1/10/12

-2-

**This two-day event was extremely successful for the not-for-profit Camp Gordon organization and WWII Museum. The museum is dedicated to preserving and protecting the heritage of the soldiers of WWII, especially those who trained at Camp Gordon Johnston. The camp opened in 1942 to prepare amphibious soldiers and their support groups. A quarter of a million men were trained at CGJ before it closed in April, 1946.**

**The event was also very good for our Golf Club and our area. It brought many to the club and our area for the first time. Now that we can boast of the new and improved St. Joseph's Bay Golf Club (due to the wonderful condition of the course), we are sure most, if not all, of the attendees will return.**

**The above successful event and results would not have been possible without the TDC grant. We are sincerely appreciative of that support as well as the support of generous donations and sponsorships by local businesses and individuals of our fine county.**

A handwritten signature in cursive script that reads "Dan Van Treese". The signature is written in black ink and is positioned above the typed name.

**Dan M. Van Treese, President  
St. Joseph Bay Golf Club**



700 Country Club Road  
Port St. Joe, FL 32456

(850) 227-1751, (850) 227-1757, (850) 229-7199 fax  
www.stjoebaygolf.com, email: info@stjoebaygolf.com

November 26, 2011

Gulf County Tourist Development Council  
150 Captain Fred's Place  
Port St. Joe, FL 32456  
Attn: Kellee Novak

Invoice: Camp Gordon Johnston WWII Museum Silent Auction and Tournament

\$4,000.00 awarded by the Gulf County Tourist Development Council to St. Joseph's Bay Country Club, Inc. for the Camp Gordon Johnston WWII Museum Silent Auction and Tournament held on November 18<sup>th</sup> and 19<sup>th</sup> at St. Joseph's Bay Country Club, 700 Country Club Road, Port St. Joe, FL 32456, to benefit the Camp Gordon Johnston WWII Museum located in Carrabelle.

Total Due to St. Joseph's Bay Country Club, Inc. \$4,000.00

# RAMSEYS' PRINTING & OFFICE

209 REID AVE

PORT ST. JOE, FL 32456

TEL:(850)227-7468 FAX:(850)227-7768 TEL:(850)227-7767

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DATE OF INVOICE : 12/21/11

PAGE 1

SOLD TO: CCB001

GULF COUNTY BOARD COUNTY COMM  
1000 CECIL G. COSTIN SR., BLVD  
PORT ST. JOE, FL. 32456

INVOICE NO: 042369  
REF/PO#: KELLE NOVAK  
FROM INV: 042369

SHIP TO:

TOURIST DEVELOPMENT COUNCIL  
150 CAPTAIN FRED'S PLACE  
PORT ST. JOE FL 32456

FAX: (850)229-2458

PHONE: (850)229-7800 RTE: -0

Item	Part	Stock	ITEM	Qty	Qty	Qty to	Unit	Extended
No	Number	Mfr. Number	DESCRIPTION	UOM	Ordered	Shipped	Follow	Price
1	SIGNS	56523	NEW YEARS EVE TROLLEY MAGNE	Ea	12	12	0	21.833 262.00 U
2	JOB#1636, THIS IS HALF THE COST INCLUDING SETUP							

\$262.00  
 BP327452-48000  
 Trolley  
 1/4/12  
 New Years Eve Celebrate  
 Nice

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 GULF COUNTY, FLORIDA

RECEIVED BY: \_\_\_\_\_

CARRIER... OUR TRUCK

FOB POINT: YOUR OFFICE

TERMS.... Net 30 days from date of Inv.

dh-001 CCB001 / 042369

LATE CHRG: 1.00%/\$1.00 MIN.

THIS INVOICE DUE ON OR BEFORE 01/20/12

SUB-TOTAL-->> 262.00

SALES TAX-->> 0.00

INV. TOTAL-->> 262.00

**\*\* Register to WIN a 32" Sony Bravia TV \*\***  
**\*\* check out Our Winter Weather Tiger Shark Apparel! \*\***

1/10/12

40

\*GULF COUNTY CHAMBER OF  
COMMERCE\*  
P.O. Box 964  
Port St. Joe, FL 32457  
Phone (850) 227-1223

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CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA

2012 JAN -4 PM 12: 17

Invoice Date	Invoice #
8/22/2011	11-058

<b>Send To</b>
Gulf County TDC 150 Capt. Fred's Place Port St. Joe, FL 32456

Due upon receipt

Description	Amount
Scallop Festival Entertainment Expenses	20,000.00
Advertising \$14,980	
Entertainment \$24,450	
Police Security \$1,300	
Supplies \$ 4,173	
Utility expense \$7,474	
Insurance \$2,304	
Other \$627	
Total \$53,308	
Supporting invoices previously submitted	
<p>RECEIVED CLERK OF CIRCUIT COURT GULF COUNTY, FLORIDA 2011 NOV 17 PM 4: 50</p>	
<p>OK TO PAY \$20,000 11/17/11 202742-48000 TMD/lyg event enhancement scallop fest</p>	
<b>Total</b>	\$20,000.00

## Public Notice

The first Public Hearing will be held Tuesday, January 10, 2012 at 6:00 p.m. EST and the second Public Hearing for adoption will be held January 24, 2012. The 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:

**AN ORDINANCE PER THE REQUIREMENTS OF FLORIDA STATUTE 163.3177(3)(b) TO YEARLY REVIEW AND UPDATE THE GULF COUNTY FIVE-YEAR CAPITAL IMPROVEMENT SCHEDULE; ADOPTING BY REFERENCE THE GULF COUNTY SCHOOL DISTRICT 2011/2012 WORK PLAN; INCORPORATING BY REFERENCE THE UPDATED CONCURRENCY TRACKING DATA; PROVIDING FOR REPEAL OF ORDINANCE IN CONFLICT THEREWITH, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**

The public is encouraged to attend and be heard on this matter. The ordinance and contents are on file with the Clerk of Court and at the Planning Department, Room 312 in the Robert M. Moore Administration Building, 1000 Cecil G. Costin, Sr. Blvd., Port St. Joe, FL.

Ad #2011-88

Date: January 5 & 12, 2012

Invoice: Gulf County Planning Department

Size: **Headline no smaller than 18 point**

**Must be at least 2 columns wide by 10 inches long**

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

**PUBLIC NOTICE**

**A Public Hearing will be held at the Planning and Development Review Board (PDRB) meeting on Monday, December 19, 2011 at 8:45 a.m. EST, and at the Board of County Commissioners (BOCC) meeting on Tuesday, January 10, 2012 at 6:00 p.m. EST. Both public hearings will be held in the BOCC Meeting Room at the Robert M. Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida. The public hearings will be to discuss and act on the following:**

1. Variance Application - by Ned Harman - for Parcel ID # 06314-075R - Located in Section 23 Township 9 South, Range 11 West, Gulf County, Florida - Replace an existing 4' dune walkover with a 6' dune walkover for handicap accessibility.
2. Public and Open Discussion
3. Staff

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

Ad #2011-87

Date: December 8, 2011 and December 15, 2011

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**

Ned Harman

