

BOARD OF COUNTY COMMISSIONERS

GULF COUNTY, FLORIDA

<u>AGENDA</u>	<u>AUGUST 23, 2016</u>	<u>TIME / PAGE NO.</u>
1. Meeting Called to Order		9:00 a.m.
2. Opening Prayer & Presentation – Rev. James Chambers		
3. Consent Agenda		1-98
4. County Staff Business		
5. Board Business		
6. Antonio Jefferson, of Opportunity Florida.		99
7. Mark Knapke, of D.E.P. – F.R.D.A.P. Award Presentation		100
8. Rick Haymond, of PACES Foundation		
9. Quasi-Judicial Hearings – Review & Consideration of P.D.R.B. Recommendations of the following Applications		101
- <b>Small Scale Map Amendment</b> – Gulf County School Board * Parcel ID #04272-000R * Highway 98/Red Fish Street * 7.92 AC Land Use Designation Change from Public Use to Mixed Commercial/Residential Use – Second Public Hearing		
- <b>Variance Request</b> – David & Kendra Cowart * Parcel ID #03774-060R * Beacon Hill/Highway 98 * 20 foot variance into the 30 foot roadside building setbacks		
- <b>Variance Request</b> – Bay Wash of Port St. Joe * Parcel ID #06144-000R * Oak Grove Avenue * 12.5 foot variance into the 20 foot roadside setbacks		
- <b>Minor Subdivision Preliminary Plat</b> – Deseret Ranches of North FL, LLC * Parcel ID #03292-000R * Jarrott Daniels Road * 33 lot subdivision consisting of 45 total units over 127.50 acres		
10. Public Discussion		

F.S. 286.0105:

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

# CONSENT AGENDA

August 23, 2016

1. Minutes – July 19, 2016 - Regular Meeting . . . . . 1-9  
– August 1, 2016 - Special Meeting . . . . . 10-13
2. Approval of Checks and Warrants for July, 2016 which are incorporated  
herein by reference, pursuant to Chapter 136.06 F.S. . . . . 14-19
3. Agreement – FL Division of Emergency Management (Alertflorida Mass  
Notification System \* DEM-16-PG-E4-13-00-22-379) . . . . . 20-26
4. Bid – Award Bid #1516-13 \* Disaster Debris Removal (AshBritt, Inc. -  
Primary \* CrowderGulf - Primary Backup \* DRC Emergency  
Services, LLC - Secondary Backup) . . . . . 27  
  
– Award Bid #1516-28 \* Protective Gear - Beaches Fire Department  
(Municipal Emergency Services \* in the amount of \$10,854.00  
\* to be paid from Beaches Fire Department \* sole bidder) . . . . . 28-29  
  
– Award Bid #1516-29 \* Icemaker/Ice-O-Matic & Condenser -  
Beaches Fire Department (Gulf Ice Systems, Inc. \* in the  
amount of \$2,887.56 \* to be paid from Beaches Fire Depart-  
ment \* low bidder) . . . . . 30-31  
  
– Award Bid #1516-30 \* Two Motorola Base Stations/Repeaters/  
Receivers - Beaches Fire Department (First Communications  
\* in the amount of \$16,696.14 \* to be paid from the four (4)  
St. Joe Fire Control Districts \* sole bidder) . . . . . 32-33  
  
– Reject Bid #1516-27 \* Communication Tower Repairs - Port St.  
Joe Tower . . . . . 34-35  
  
– Request to Advertise \* Notice to Receive Sealed Bids (Sale of  
a 2002 Chevrolet K1500 4X4 Pickup - Mosquito Control \*  
#70-614 \* VIN #1GCEK14T5) . . . . . 36  
  
– Request to Advertise \* Notice to Receive Sealed Bids (Printing of  
the 2017 Gulf County Visitor Guide - Gulf County T.D.C.) . . . . . 37
5. Fee Waiver – GFWC Wewahitchka Woman’s Club (Honeyville Community  
Center \* Federated Club 80<sup>th</sup> Anniversary Celebration \*  
October 15, 2016) . . . . . 38-39  
  
– Wewahitchka Ministerial Association (Honeyville Community Center  
\* Sportsman Wild Gam Supper \* October 13, 2016) . . . . . 40
6. Grant – FL Division of Library (State Aid to Libraries Agreement \* CSFA  
45.030 \* FY 2016-17 \* in the amount of \$56,366.00) . . . . . 41-56  
  
– FL D.O.T. (Contract Extension \* T.R.I.P. Contact P#422457-3-38  
-01/C# \* Stumphole Revetment \* extend to May 1, 2017) . . . . . 57-58

7.	Inventory – BOCC/Administration (Asset Transfer to Gulf Co Extension Office * #15-38 * 2006 White Dodge Caravan * VIN #1D4G-P24E46B698432)	59
	– BOCC/Administration (Asset Transfer to Gulf Co Jail * #15-37 * 2007 White Chevrolet Impala * VIN #2G1WB58K37940 - 0473)	60
	– BOCC/Administration (Asset Transfer to Fire Coordinator * #15-30 * Optiplex 790 Minitower * No Serial Number Given)	61-62
	– BOCC/Administration (Asset Transfer to Public Works * #15-41 * 2001 White Ford Taurus * VIN #1FAFP52231A272173)	63
	– BOCC (Asset Donation from Gulf Co Sheriff's Office to Gulf Co Jail * #22-28 * 2006 White Chevrolet Impala * VIN #2G1-WS551269284029)	64-65
	– IT (Asset Transfer to Gulf Co T.D.C. * #16-55 * Dell OptiPlex 780 Computer * Serial #2N4TFN1)	66-67
	– Public Works (Asset Disposal * #72-31 * 2011 SYX Computer VX8 * Serial #107297432 * #70-614 * 2002 Chevrolet K1500 4X4 Pickup * VIN #1GCEK14T52Z219027 * #70-502 * Coats Tire Changer 5030 * No Serial Number Given * #100-566 * Coats Tire Changer SM915TI * Serial #26M0300263 * #75-30 * 1995 6X16 Trailer * No Serial Number Given * #75-28 * 1995 6x16 Trailer * No Serial Number Given * #75-29 * 1995 6x16 Trailer * No Serial Given * #75-152 * 2006 6x16 Trailer * Serial #5TH-BV16266L000902 * #75-163 * 2008 6X16 Trailer * Serial #5T-HBU16248L0022413 * #75-71 * 6X16 Trailer * FXR66161199-5161 * #100-322 * 1979 Lowboy Trailer * Serial #7699)	68-79
8.	Policy – Gulf Co Economic Development Coalition Expense & Business Development.	80
9.	Proclamation – Library Card Sign-up Month	81
10.	Refund Request – Gulf County Tax Collector (Parcel ID #06357-001R * \$1,683.62 * Parcel ID #02100-000R * \$258.65 * Parcel ID #04273-225R * \$916.92 * Parcel ID #06357-002R * \$1,683.62 * Parcel ID #01050-095R * \$296.29)	82-91
11.	Request – Career Source Gulf Coast (Career Source Gulf Coast FY 2016-17 Budget & Individual Training Accounts Waiver)	92-94
12.	Request for Funds – Gulf County Sheriff's Office (Beach Patrol Funds * June, 2016 * \$5,693.43 & July, 2016 * \$3,313.24)	95-96
	– Gulf County Tax Collector (Advertising Unsold County Certificates * 2015 Unsold County Certificates * \$871.08)	97-98

JULY 19, 2016

PORT ST. JOE, FLORIDA

**REGULAR MEETING**

The Gulf County Board of County Commissioners met this date in regular session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Sandy Quinn, Jr., and Jerry W. Barnes.

Others present were: Clerk Director of Finance & Management Rhonda Woodward, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Deputy Administrator Kari Summers, Building Official George Knight, E.M.S. Director Houston Whitfield, Assistant Mosquito Control Director Austin Horton, County Planner Brett Lowry, Public Works & Mosquito Control Director Mark Cothran, Assistant Public Works Director Lee Collinsworth, Sheriff Mike Harrison, Staff Assistant Mike Aiken, and Veterans' Service Officer & S.H.I.P. Administrator Joe Paul.

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

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

**CONSENT AGENDA**

Chairman McDaniel called for public comment regarding the Consent Agenda. There was no public comment. S.H.I.P. Administrator Paul requested that pages 40 & 41 (under Item #4 \* Award Bid #1516-24 \* S.H.I.P. Project – Amos Pittman) be pulled from the Consent Agenda. Commissioner Quinn motioned to approve the Consent Agenda, excluding pages 40& 41 (under Item #4 \* Award Bid #1516-24 \* S.H.I.P. Project – Amos Pittman). Commissioner McLemore seconded the motion, and it passed unanimously, as follows:

1. Minutes – May 24, 2015 - Regular Meeting  
– June 21, 2016 - Regular Meeting
2. Approval of Checks and Warrants for June, 2016 which are incorporated herein by reference, pursuant to Chapter 136.06 F.S.
3. Appointment – Career Source Gulf Coast Board of Directors (Reappointment \* John Reeves)
4. Bid – Award Bid #1516-22 \* S.H.I.P. Project – Pearly M. Harris (Raymond Driesbach, LLC \* in the amount of \$22,681.00 \* low bidder)  
  
– Award Bid #1516-23 \* S.H.I.P. Project – Charles Gathers (Vision Builders \* in the amount of \$29,900.00 \* low bidder)

**\*\*DELETE\*\*** – Award Bid #1516-24 \* S.H.I.P. Project – Amos Pittman (Raymond Driesbach, LLC \* in the amount of \$29,900.00 \* low bidder)

– Award Bid #1516-25 \* S.H.I.P. Project – Bettye Gordan (Raymond Driesbach, LLC \* in the amount of \$16,800.00 \* low bidder)

5. Request for Funds – Gulf County Sheriff’s Office (Beach Patrol Funds \* May, 2016 \* \$4,876.14)

– Gulf County Sheriff’s Office (Speed Measurement Trailer \* to be paid from Crime Prevention Funds \* \$8,350.00)

6. Resolution – Amending the FY 2015-16 Budget (Restricted Reserves for General Fund & Public Works Fund), as follows:

**RESOLUTION NO. 2016-14**

**WHEREAS**, the Board of County Commissioners of Gulf County, Florida has restricted reserves in the General Fund for Landfill Closure; and

**WHEREAS**, said reserves are needed to reimburse Public Works Solid Waste Department for current year approved landfill closure expenditures incurred through 6/30/16 Fiscal Year 2015-16;

**NOW, THEREFORE BE IT RESOLVED**, as follows:

The 2015-16 Fiscal Year Budget is to be amended, as follows:

**General Fund**

	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<b><u>Reserves &amp; Transfers Out:</u></b>			
00158100-591000 GF Inter-Fund Transfer Out	3,224,417	488,732	3,713,149
00159800-599001 GF Resv- CCF Restricted	1,202,397	(488,732)	713,665

**Public Works Fund**

	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<b><u>Transfers In:</u></b>			
10438100-381000 PW Inter-Fund Transfer In	2,882,588	488,732	3,371,320
<b><u>Expenditures:</u></b>			
<b><i>Pub Wk Solid Waste</i></b>			
10453400-531000-CLOSE Professional Services	3,230	470,277	473,507

10453400-534000-CLOSE	Other Services	0	7,000	7,000
10453400-544000-CLOSE	Rentals & Leases	0	82	82
10453400-552000-CLOSE	Operating Supplies	140	416	556
10453400-552001-CLOSE	Oper Supp-Gas, Oil & Lub	0	10,957	10,957

**THIS RESOLUTION ADOPTED** by the Gulf County Board of County Commissioners, this 19<sup>th</sup> day of July, 2016.  
(End)

– Amending the FY 2015-16 Budget (Unanticipated Revenue for General Grants Fund), as follows:

### RESOLUTION NO. 2016-15

**WHEREAS**, the Board of County Commissioners of Gulf County, Florida has unanticipated revenue and line item adjustments in the General Grants Fund; and

**WHEREAS**, said revenue adjustments are necessary for expenditures in Fiscal Year 2015-16;

**NOW, THEREFORE BE IT RESOLVED**, as follows:

The 2015-16 Fiscal Year Budget is to be amended, as follows:

#### General Grants Fund

	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<b><u>Revenues:</u></b>			
<b><i>Gen Grt Federal Grants</i></b>			
11433100-331200-HMGP	0	2,037	2,037
<b><i>Gen Grt Private Grants</i></b>			
11436600-366000-EDC-P	0	26,500	26,500
<b><u>Expenditures:</u></b>			
<b><i>Hazard Mitigation Grant</i></b>			
11452501-531000-HMGP	0	2,037	2,037
<b><i>Small Co Solid Waste Grant</i></b>			
11453400-531000-SCSW	4,000	(4,000)	0
11453400-564000-SCSW	89,909	4,000	90,909
<b><i>Transportation Regional Incentive Program</i></b>			
11454100-531000-TRIP	0	679	679
11454100-563000-TRIP	350,000	(679)	349,321

**Economic Development Private Grants**

11455200-531000-EDC-P Professional Services	0	26,500	26,500
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**THIS RESOLUTION ADOPTED** by the Gulf County Board of County Commissioners, this 19<sup>th</sup> day of July, 2016.

(End)

7. S.H.I.P. – Annual Reports (Closeout FY2013-14 \* Interim FY2014-15 & FY2015-16)

8. Tax Roll – Recapitulation of the 2015 Tax Roll

(End)

**EMAIL – RECREATIONAL VEHICLE ORDINANCE**

Chief Administrator Butler discussed page 78 of the Agenda regarding an email from Joyce Weeks requesting an exemption to rent a RV lot long-term. He suggested the Board hold a workshop or public hearing to discuss this matter further. Chairman McDaniel stated that he would not mind holding a workshop, but there will need to be a time limit. Commissioner McLemore discussed his concerns regarding “opening up” this Ordinance; stating he would like to settle this issue today. Commissioner Bryan discussed her concerns regarding the pervious changes to the RV Ordinance that carved out exceptions; stating the Board should ask Staff to look at the present (RV) Ordinance, with the exceptions that are already in place, to see if Ms. Weeks falls under these guidelines. After discussion by members of the Board, Commissioner Bryan motioned to allow Staff to begin the process to define the exception the Board previously voted on and offer clarity regarding long-term rentals. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

**RESOLUTION – SUPPORT GULF TO BAY**

For the Board’s consideration, Chief Administrator Butler discussed a proposed resolution in support of the Gulf to Bay Project. He reported that this proposed resolution includes an agreement with F.D.O.T. to transfer the existing U.S. 98 alignment to Gulf County upon construction completion. He stated that when F.D.O.T. builds the By-Pass and the City or County accepts ownership of the old U.S. 98 through St. Joe Beach, then any program funds for that segment of roadway which was budgeted in the Five (5) Year Plan will be given to the City or County to be used on County road projects. After discussion by members of the Board, Commissioner Bryan motioned to adopt the following Resolution. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously, as follows:

**RESOLUTION NO. 2016-16**

**A RESOLUTION OF THE COUNTY COMMISSIONER OF GULF COUNTY, FLORIDA DECLARING ITS SUPPORT FOR THE EFFORTS FO THE FLORIDA DEPARTMENT OF TRANSPORTATION AND**

**OPPORTUNITY FLORIDA TO DESIGN, SEEK PERMITS, ACQUIRE RIGHT-OF-WAY, AND CONSTRUCT A REALIGNMENT OF US HIGHWAY 98, AFFECTING THE WESTERNMOST FOUR MILES OF THE US 98 IN GULF COUNTY.**

\*Complete Resolution on file with Clerk\*

(End)

**PURCHASE REQUEST – CHEMICAL / MOSQUITO CONTROL**

Assistant Mosquito Control Director Horton appeared before the Board to request permission of a chemical purchase, in the amount of \$63,240.00 through Univar. Upon inquiry by Commissioner Bryan, Assistant Mosquito Control Director Horton stated that the funds are available in their budget. Commissioner Bryan then motioned to approve this request. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

**AWARD BID #1516-24 – S.H.I.P. PROJECT – AMOS PITTMAN**

S.H.I.P. Administrator Paul appeared before the Board to report that the low bidder for S.H.I.P. Project – Amos Pittman (Bid #1516-24) was Raymond Driesbach, LLC, but he received a letter from Mr. Pittman requesting that Raymond Driesbach, LLC not be allowed to perform the work on his home. He stated that he called Franklin and Walton County to inquire how they have dealt with this situation; reporting that if the second low bidder would agree to complete the job for the same price as Raymond Driesbach, LLC then the County could award the contract to the second low bidder. S.H.I.P. Administrator Paul reported that the second low bidder is Vision Builders of the Gulf Coast and the contractor has verbally agreed to complete the project (at the low bidder's price). He requested approval from the Board to award Bid #1516-24 for S.H.I.P. Project – Amos Pittman to Vision Builders of the Gulf Coast, contingent upon receiving a written letter from the contractor confirming that the job will be completed at the price of \$29,900.00. After discussion by Commissioner McLemore, S.H.I.P. Administrator Paul reported that he spoke with County Attorney Novak regarding this matter and County Attorney Novak stated that he didn't see a problem. Chairman McDaniel inquired as to obtaining a letter from Mr. Driesbach confirming that he has no objections to the awarding of this bid; requesting that S.H.I.P. Administrator Paul speak with the County Attorney. Commissioner McLemore stated that with the County Attorney's advice, he can move forward with this. After discussion by members of the Board, Commissioner Quinn requested the Board obtain a letter from Mr. Driesbach. Commissioner McLemore motioned to move forward, subject to review before the Board makes a final decision on this subject. He stated that he wants to hear it from the County Attorney. After discussion, Commissioner McLemore withdrew his motion. Commissioner Quinn motioned to move forward (award Bid #1516-24 for S.H.I.P. Project – Amos Pittman to Vision Builders of the Gulf Coast, in the amount of \$29,900.00), contingent upon receiving a letter from County Attorney Novak stating that everything is okay to move forward with the awarding of this bid. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

### **FINANCIAL STATEMENTS**

Clerk Director of Finance & Management Woodward inquired whether the Board members had received their Financial Statements; stating that if they have any questions to please let her know. Chairman McDaniel stated that he has received his copy.

### **GRANT – LANGSTON DRIVE SIDEWALK PROJECT**

Upon inquiry by Commissioner Quinn, Planner Lowry reported that the County took the lead on this (L.A.P.) grant (Bid #1415-08 for engineering services only) for the Langston Drive Sidewalk Project, but it is a City project. He also reported that the F.D.O.T. Work Plan has this project scheduled for FY 2017-18.

### **PACES FOUNDATION – GATEWAY MANOR / AFFORDABLE HOUSING**

Commissioner Quinn reported that the PACES Foundation is still moving forward, but due to the lawyers involved, the closing process is taking some time. He discussed his concerns regarding this project (Gateway Manor); stating the Board was told it would be move-in ready by December, 2015. He noted there has been no work done on site. After discussing his concerns regarding the \$300,000.00 of S.H.I.P. funds set aside for this project, Commissioner Quinn personally invited the PACES Foundation to attend the Board meeting in August, 2016 to provide an update to the Board regarding the affordable housing project.

### **ROAD PAVING – 2015-16 ROAD BOND PROJECT**

Upon inquiry by Commissioner McLemore, Chief Administrator Butler stated that County Engineer Smallwood is not present at today's meeting to provide an update regarding the 2015-16 Road Bond Project (Bid #1516-12). He reported that Roberts & Roberts, Inc. was awarded the bid (#1516-12) and there is a scheduled time for them to begin the work. Chief Administrator Butler stated that he will contact County Engineer Smallwood and provide an update to all five (5) Commissioners regarding this project.

### **SCALLOP SEASON**

Commissioner Barnes reported that FWC has agreed to give Gulf County a short scallop season this year.

### **OFFICERS – BATON ROUGE**

Commissioner Barnes discussed the officers that lost their lives in Baton Rouge. In appreciation of our officers, He asked if there was anything the County could do to recognize them and asked for input on ways to accomplish this. Commissioner Barnes expressed his appreciation for Sheriff Harrison and the men and women that work for us 24 (twenty-four) hours a day.

### **GOLF CART – ST. JOE BEACH**

Commissioner Bryan stated that people of St. Joe Beach and Beacon Hill would like to be able to cross U.S. Highway 98 to get to the beach on their golf carts. She reported that the City of Port St. Joe has secured the ability to cross U.S. Highway 98 in the City limits. Commissioner Barnes requested the Board allow Staff to contact F.D.O.T. to see if anything can be done to allow people to cross U.S. Highway 98 on their golf carts.

Commissioner Bryan then motioned to direct Staff to obtain this information. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. Gretchen Mayes, of St. Joe Beach appeared before the Board to report that the speed limit on U.S. Highway 98 is 45 (MPH), but people are going 60 (MPH). She discussed her concerns regarding this being a State Road, not a County Road and the upcoming sidewalk project; reporting that it is not a golf cart path. Ms. Mayes requested the Board think about the golf carts crossing the highway; noting there isn't even a pedestrian crosswalk available. After discussion by Chairman McDaniel, Commissioner Bryan reported there are two (2) pedestrian crosswalks planned in the sidewalk project; one (1) at the park (Beacon Hill Veterans' Memorial), and one (1) by the Lookout Lounge. There being no further public comment, the motion passed unanimously.

#### **N.R.D.A. UPDATE – HIGHLAND VIEW BOAT RAMP**

Commissioner Bryan provided an update regarding the N.R.D.A. (Natural Resource Damage Assessment) funds for the Highland View Boat Ramp Project; reporting the original grant application was underfunded and there are additional funds available from other projects that did not go forward. She reported that D.E.P. feels that the Highland View Boat Ramp would be a good project to invest these additional funds in. She reported that the County is waiting on the 30% plans from Preble-Rish (Dewberry), and once the plans are submitted, the project will be placed in the "pot" for additional funds.

#### **WHITE CITY PARK**

Commissioner Bryan reported that the holdup (delay) at White City Park is due to the asbestos removal; stating that the County did not receive acceptable bids (Bid #1516-21). She also stated that the County will have to do something regarding the removal of the asbestos; noting the County's need to continue to look at this matter in order for the project to move forward. Commissioner Bryan stated that she will work with Public Works Director Cothran regarding this issue.

#### **FIVE YEAR WORK PROGRAM – F.D.O.T.**

Virgie Bowen, of F.D.O.T. appeared before the Board to discuss the F.D.O.T Rural Work Program Coordination. She reported that as of July 1<sup>st</sup> the FY 2017-21 Five-Year Work Program was adopted. Ms. Bowen discussed an issue in regards to the permitting of some signs; reporting that the issues have been worked out. Chairman McDaniel directed the Clerk to freeze Ms. Bowen's (speaking) time. Commissioner McLemore inquired whether there were any long range plans for State Highway 71. Ms. Bowen reported that there is not a long-term project that she is aware of regarding State Highway 71. She noted she can review it and bring it forward as a request. Chairman McDaniel discussed the County trying to get the Port and Rail operational; reporting Gulf County will be the farthest Port from an interstate. He also discussed his concerns regarding the need of a long range plan of getting another bridge across the Apalachicola River to tie into Tallahassee and loop back into I-10. Chairman McDaniel gave the floor back to Ms. Bowen and directed the Clerk to resume the clock. Ms. Bowen stated that she looks forward to working with Gulf County. Planner Lowry thanked Virgie Bowen for coming to today's meeting and helping with the permitting of the signs.

**QUASI-JUDICIAL HEARING – REVIEW & CONSIDERATION OF P.D.R.B. RECOMMENDATIONS**

**SMALL SCALE MAP AMENDMENT – GULF COUNTY SCHOOL BOARD/HIGHLAND VIEW**

County Planner Lowry introduced the small scale map amendment from the Gulf County School Board (Parcel ID #04272-000R) requesting a land use designation change of 7.92 acres from Public Use to Mixed Commercial/Residential Use. He reported that the P.D.R.B. recommended to the Board, by a 3-0 vote, to approve this request as presented. Planner Lowry asked if there was any objection to the waiving of the Quasi-Judicial Hearing. Chairman McDaniel reported that the site is located at the old Highland View School; then inquired whether anyone had objections to the waiving of the Quasi-Judicial Hearing. There being no objection, Commissioner Bryan motioned to waive the Quasi-Judicial Hearing. Commissioner Quinn seconded the motion. Jack Husband, on behalf of the Gulf County School Board appeared before the Board to discuss the small scale map amendment request; reporting that as it stands the property can only be used as a school. He stated that the land use change is consistent with the surrounding area; reporting that any future development of this parcel will become before the P.D.R.B. and the Board. After discussion by Planner Lowry, Chairman McDaniel called for public comment. There being no public comment, Planner Lowry requested the Board approve the findings of the P.D.R.B. and move to waive the reading. Commissioner Bryan motioned to approve the recommendation by the P.D.R.B. Commissioner Barnes seconded the motion. Commissioner Quinn reported that he will have to abstain being that the application is from the School Board. Chairman McDaniel called for public comment. There being no public, the motion passed 4-0, with Commissioner Quinn abstaining due to his employer being the Gulf County School Board <FORM 8B on file with Clerk>.

**BROCHURE – GOLF CARTS**

Gretchen Mayes, of St. Joe Beach appeared before the Board to present a brochure regarding golf carts that she obtained from the Sheriff's Office <copy not provided to the Clerk for the record>.

**SUMMER 2017**

Gretchen Mayes, of St. Joe Beach appeared before the Board to discuss summer of 2017; stating that T.D.C. has done a great job of promoting Gulf County. She reported that during the July 4<sup>th</sup> weekend the population doubled in Gulf County. Ms. Mayes encouraged the Board to begin planning now for next summer and beef-up law enforcement in Gulf County. She requested that the Board find the funds in enforce the Leave No Trace Ordinance; stating that the beaches were trashed over the 4<sup>th</sup> of July weekend. After discussion by Ms. Mayes, Commissioner Bryan discussed her concerns regarding the enforcement of the Leave No Trace Ordinance; stating that we do need to plan for next summer. Commissioner Quinn reported that tags are being placed on items that have been left on the beach. Chairman McDaniel reported that T.D.C. have been tagging items, but nothing has been removed from the beach. Discussion followed by members of the Board regarding this matter.

**YARD DEBRIS – ST. JOE BEACH**

Mike Williamson, of St. Joe Beach appeared before the Board to discuss his concerns regarding yard debris at St. Joe Beach; stating that something needs to be done about the palm tree leaves piling up. He requested that the Board look at yard debris and what the County can do in the future.

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

**WARD MCDANIEL  
CHAIRMAN**

**ATTEST:**

**REBECCA L. NORRIS  
CLERK OF COURT**

**AUGUST 1, 2016**

**SPECIAL MEETING**

**PORT ST. JOE, FLORIDA**

The Gulf County Board of County Commissioners met this date in special session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Sandy Quinn, Jr., and Jerry W. Barnes.

Others present were: Clerk Rebecca L. Norris, Clerk Director of Finance & Management Rhonda Woodward, Clerk Budget & Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Kari Summers, Building Official George Knight, Central Services Director Lynn Lanier, Gulf County E.D.C. Director Chris Holley, Gulf County E.D.C. Staff Assistant Lianna Marsman, HR/Risk Management Director Denise Manuel, County Planner Brett Lowry, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Property Appraiser Mitch Burke, Gulf County Property Appraiser Office IT Tech Dennis Barfield, Jr., Public Works & Mosquito Control Director Mark Cothran, Assistant Public Works Director Lee Collinsworth, Gulf County RESTORE Act Coordinator Warren Yeager, Jr., Sheriff Mike Harrison, T.D.C. Executive Director Jennifer Jenkins, T.D.C. Deputy Director Towan Kopinsky, and Veterans' Service Officer & S.H.I.P. Administrator Joe Paul.

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

**VOIP – BID #1516-16**

After discussion by Central Services Director Lanier and recommendation by the Committee, Commissioner McLemore motioned to award Bid #1516-16 for the VOIP (voice communications system) to Mediacom. Commissioner Quinn seconded the motion for discussion. After discussion by members of the Board, Commissioner McLemore amended his motion to add the Sheriff's Substation (located in Wewahitchka) to this service. After further discussion by members by the Board, Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner Bryan voting no.

**SALE OF T.D.C. POLARIS – BID #1516-17**

Assistant Administrator Hammond requested the Board reject Bid #1516-17 for the sale of T.D.C.'s Polaris; stating that the vehicle will be used "in house" by the Sheriff's Office, Fire Department(s), and Turtle Patrol (no sealed bids were received for this bid). Commissioner McLemore motioned to reject Bid #1516-17 for the sale of a Polaris (2014 Polaris Ranger & Trailer \* Asset #230-33 & #230-34) from T.D.C. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

**CONSORSIUM POT III**

RESTORE Act Coordinator Yeager appeared before the Board to provide an update regarding Pot III RESTORE Act Funds; reporting that approximately \$12.8 million will come to each County in yearly increments over the next 15 (fifteen) years. He requested that the Board think about whether they want to devote the entire \$12.8 million toward a project or put forward funds for projects each year. Upon inquiry by Commissioner Bryan, RESTORE Act Coordinator Yeager stated that the same parameters apply to Pot III as did for Pot I; reporting that it has to fall under the economic development or environmental criteria. Commissioner Bryan stated that funds from one of the Pots need to be used for a comprehensive stormwater management plan for the County, including converting septic to sewer and diverting stormwater runoff. RESTORE Act Coordinator Yeager reported that \$25,000.00 from Pot I funds have been invested in the proposed stormwater plan. After discussion by RESTORE Act Coordinator Yeager, Commissioner Bryan requested that the Board look at a bridge replacement at the Stumphole. Additionally, she discussed a lock system at the St. Joe Beach Canal. RESTORE Act Coordinator Yeager stated that he will come back before the Board in August to talk more regarding this subject.

**JOINT PARTICIPATION AGREEMENT CR 386**

Deputy Administrator Summers requested Board approval for a Joint Participation Agreement (J.P.A.) with F.D.O.T. for a S.C.O.P. Grant Agreement for the resurfacing of County Road 386. Upon inquiry by Chairman McDaniel, Deputy Administrator Summers reported that CR 386 will be resurfaced, widened, and have a bicycle lane. After discussion by Chairman McDaniel, Commissioner Bryan stated there is an issue at the end of CR 386 as it approaches Highway 98; reporting that the rumble strips are loud for the residents that live along CR 386. She asked if F.D.O.T. has another type of warning plan implemented in this project. Assistant Administrator Hammond stated that the project has not been designed yet, but comments can be added. Commissioner McLemore motioned to approve this request. Commissioner Bryan seconded the motion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

Deputy Administrator Summers read the proposed resolution by title. Commissioner Quinn motioned to adopt the following resolution. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously, as follows:

**RESOLUTION NO. 2016-19**

**A RESOLUTION OF THE GULF COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING THE CHAIRMAN OF THE BOARD TO ENTER INTO A S.C.O.P. JOINT PARTICIPATION AGREEMENT (J.P.A.) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION.**

\*Complete Resolution on file with Clerk\*

(End)

**JARROTT DANIELS EXTENSION**

Upon request by Deputy Administrator Summers, Commissioner Quinn motioned to approve the extension of the Jarrott Daniels Project (2014 Jarrott Daniels Road S.C.O.P. Project \* Bid #1415-10) to October 31, 2016. Commissioner McLemore seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner Bryan voting no.

**BUDGET**

Chief Administrator Butler reported that the Board will have to reduce the (2016-17) budget by \$319,959.00 to keep the same millage rate of 7.2442. Chief Administrator Butler suggested the Fire Control Districts be kept at .5000 mills each, and discussed the MSTU for Bayside, Gulfside Beachfront and Interior. After discussion by Clerk Budget & Finance Officer Herring, Commissioner McLemore motioned to set the tentative millage rate the same as today (7.2442). Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

Commissioner Barnes motioned to set the millage rate for the Special Dependent Fire Control Districts at .5000. Commissioner McLemore seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

Commissioner Barnes motioned to set the millage rate for the Gulfside Beachfront MSTU at 1.3139. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner McLemore voting no.

Commissioner Quinn motioned to set the millage rate for the Gulfside Interior MSTU at 1.1549. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner McLemore voting no.

Commissioner Quinn motioned to set the millage rate for the Bayside MSTU at 1.1052. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, Commissioner McLemore voting no.

Clerk Budget & Finance Officer Herring stated the Board will need to set tentative public hearing dates. Chief Administrator Butler recommended September 6<sup>th</sup> and September 20<sup>th</sup>. After discussion, Commissioner McLemore motioned to hold the budget hearings on September 6<sup>th</sup> and September 20<sup>th</sup>. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

Clerk Budget & Finance Officer Herring stated that with the Board setting the tentative millage rate at the current millage rate, the Board is required to cut \$319,959.00 from the existing proposed budget. She requested that the Board provide County Administration and herself direction to present a proposed balanced budget.

There being no further business, and upon motion by Commissioner McLemore, second by Commissioner Quinn, and unanimous vote, the meeting did then adjourn at 9:44 a.m., E.T.

**WARD MCDANIEL  
CHAIRMAN**

**ATTEST:**

**REBECCA L. NORRIS  
CLERK OF COURT**



FOR: All Except State

FOR CASH ACCOUNT: 00100

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4029	07/01/2016	WIRE	006126 CENTENNIAL BANK		115.00	73116	07/31/2016
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4033	07/08/2016	WIRE	000401 FLORIDA DIVISION OF RETIR		82,546.39	73116	07/31/2016
4034	07/08/2016	VOID	006126 CENTENNIAL BANK		99,943.81	73116	07/31/2016
4044	07/13/2016	WIRE	005572 PUBLIC RISK MANAGEMENT OF		99,112.85	73116	07/31/2016
4052	07/06/2016	WIRE	000116 BD.CO.COMMISSIONERS P/R		136,812.89	73116	07/31/2016
4057	07/12/2016	WIRE	000278 BOARD COUNTY COMMISSIONER		10,060.68	73116	07/31/2016
4061	07/15/2016	WIRE	000142 FLORIDA DEPT. OF REVENUE		56,773.44	73116	07/31/2016
4062	07/14/2016	WIRE	004010 ELECTRONIC FEDERAL TAX PA		110.80	73116	07/31/2016
4064	07/14/2016	WIRE	040903 EXPERTPAY FOR EMPLOYERS		51,309.54	73116	07/31/2016
4065	07/14/2016	WIRE	004230 NATIONWIDE RETIREMENT SOL		3,421.50	73116	07/31/2016
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4067	07/18/2016	WIRE	000116 BD.CO.COMMISSIONERS P/R		2,154.95	73116	07/31/2016
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4070	07/26/2016	WIRE	006126 CENTENNIAL BANK		115.00	73116	07/31/2016
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4080	07/13/2016	WIRE	004659 REBECCA L. NORRIS		753.57	73116	07/31/2016
4085	07/29/2016	WIRE	000278 BOARD COUNTY COMMISSIONER		186.81	73116	07/31/2016
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110083	07/07/2016	PRINTED	000190 ST JOE HARDWARE		292.37	73116	07/31/2016
110084	07/07/2016	PRINTED	000194 ST JOE NATURAL GAS CO		87.51	73116	07/31/2016
110085	07/07/2016	PRINTED	000215 WALLACE PUMP & SUPPLY		303.97	73116	07/31/2016
110086	07/07/2016	PRINTED	000222 CITY OF WEWAHITCHKA		146.42	73116	07/31/2016
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110093	07/07/2016	PRINTED	001318 MIZE PLUMBING, GLASS AND		389.00	73116	07/31/2016
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110097	07/07/2016	PRINTED	002638 G & C SUPPLY CO., INC.		49.95	73116	07/31/2016
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FOR CASH ACCOUNT: 00100 VENDOR NAME 10110

FOR: All Except State

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110101	07/07/2016	PRINTED	004459 GRAYBAR		454.04	73116	07/31/2016
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110103	07/07/2016	PRINTED	004660 RAMSEYS' PRINTING & OFFIC		38.19	73116	07/31/2016
110104	07/07/2016	PRINTED	005359 LEWIS-SMITH SUPPLY CORP.		758.00	73116	07/31/2016
110105	07/07/2016	PRINTED	005628 BOYD CONSTRUCTION SPECIAL		693.00	73116	07/31/2016
110106	07/07/2016	PRINTED	005640 ST. JOE ELECTRIC SUPPLY		60.68	73116	07/31/2016
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110108	07/07/2016	PRINTED	005940 ROBERSON & ASSOCIATES, P.		20,400.00	73116	07/31/2016
110109	07/07/2016	PRINTED	006051 LLOYD JACK HUSBAND III		1,600.00	73116	07/31/2016
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110113	07/07/2016	PRINTED	006469 PWR WINDSHIELDS & GLASS		855.00	73116	07/31/2016
110114	07/07/2016	PRINTED	006568 HUB CITY FORD MERCURY INC		47,638.00	73116	07/31/2016
110115	07/07/2016	PRINTED	006578 FRIENDS OF ST JOSEPH BAY		2,000.00	73116	07/31/2016
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110117	07/14/2016	PRINTED	004160 UNIFIRST CORPORATION	50.00	296.24	73116	07/31/2016
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110135	07/15/2016	PRINTED	002198 LAURA TAYLOR		10.31	73116	07/31/2016
110136	07/15/2016	PRINTED	002660 CDW GOVERNMENT INC.		87.01	73116	07/31/2016
110137	07/15/2016	PRINTED	003017 BO KNOWS PEST CONTROL		55.06	73116	07/31/2016
110138	07/15/2016	PRINTED	003433 SHIRLEY JENKINS		150.00	73116	07/31/2016
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110140	07/15/2016	PRINTED	004568 MEDIACOM		1,600.00	73116	07/31/2016
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110143	07/15/2016	PRINTED	004660 RAMSEYS' PRINTING & OFFIC		154.20	73116	07/31/2016
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110145	07/15/2016	PRINTED	005230 SHERWIN-WILLIAMS		51,160.00	73116	07/31/2016
110146	07/15/2016	PRINTED	005261 SYSCO-GULF COAST SERVICES		243.14	73116	07/31/2016
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FOR CASH ACCOUNT: 00100 10110

FOR: All Except Stale

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110154	07/15/2016	PRINTED	006386 GOOGLE INC.		4,945.14	73116	07/31/2016
110155	07/15/2016	PRINTED	006421 CARDNO ENTRIX		24,980.72	73116	07/31/2016
110156	07/15/2016	PRINTED	006497 MODULAR DOCUMENT SOLUTION		286.29	73116	07/31/2016
110157	07/15/2016	PRINTED	006497 MODULAR DOCUMENT SOLUTION		320.23	73116	07/31/2016
110158	07/15/2016	PRINTED	006516 ROBERTS & ROBERTS, INC		475,941.48	73116	07/31/2016
110159	07/15/2016	PRINTED	006560 DIGITAL DOLPHIN SUPPLIES		543.50	73116	07/31/2016
110160	07/15/2016	PRINTED	006579 LEO, LLC		26,500.00	73116	07/31/2016
110161	07/22/2016	PRINTED	000110 BAY MEDICAL CENTER		98.00	73116	07/31/2016
110162	07/22/2016	PRINTED	000151 GCEC		467.57	73116	07/31/2016
110163	07/22/2016	PRINTED	000153 GULF ARC, INC		171.49	73116	07/31/2016
110164	07/22/2016	PRINTED	000158 GULF COUNTY SHERIFFS	209,141.10			
110165	07/22/2016	PRINTED	000186 DAVID RICHES IGA WEWA		43.06	73116	07/31/2016
110166	07/22/2016	PRINTED	000186 DAVID RICHES IGA WEWA		352.80	73116	07/31/2016
110167	07/22/2016	PRINTED	000189 ST JOE AUTO PARTS		1,753.04	73116	07/31/2016
110168	07/22/2016	PRINTED	000190 ST JOE HARDWARE		1,937.34	73116	07/31/2016
110169	07/22/2016	PRINTED	000190 ST JOE HARDWARE		1,250.06	73116	07/31/2016
110170	07/22/2016	PRINTED	000194 ST JOE NATURAL GAS CO		23.42	73116	07/31/2016
110171	07/22/2016	PRINTED	000203 SOUTHERN CLEANING SUPPLY		306.05	73116	07/31/2016
110172	07/22/2016	PRINTED	000214 U.S. POST OFFICE WEWA		138.00	73116	07/31/2016
110173	07/22/2016	PRINTED	000215 WALLACE PUMP & SUPPLY		107.78	73116	07/31/2016
110174	07/22/2016	PRINTED	000222 CITY OF WEWAHITCHKA		1,435.13	73116	07/31/2016
110175	07/22/2016	PRINTED	000452 GULF COUNTY HEALTH DEPT.		11,044.25	73116	07/31/2016
110176	07/22/2016	PRINTED	000506 DOLOMITE, INC.		149.20	73116	07/31/2016
110177	07/22/2016	PRINTED	000894 ST JOE RENT ALL INC.	757.41			
110178	07/22/2016	PRINTED	000910 AL HILL'S BOILER SALES	3,850.00			
110179	07/22/2016	PRINTED	001061 NORTH FLORIDA MEDICAL CEN		100.00	73116	07/31/2016
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110184	07/22/2016	PRINTED	001429 LEROY HILL COFFEE COMPANY		3.95	73116	07/31/2016
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110187	07/22/2016	PRINTED	001731 HAROLDS AUTO PARTS		32.54	73116	07/31/2016
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110189	07/22/2016	PRINTED	001811 BAY COUNTY SOLID WASTE		2,620.32	73116	07/31/2016
110190	07/22/2016	PRINTED	002029 DUREN'S PIGGLY WIGGLY				
110191	07/22/2016	PRINTED	002029 DUREN'S PIGGLY WIGGLY	22.44			
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110194	07/22/2016	PRINTED	002657 CHIEF/ LAW ENFORCEMENT SU	89.34			
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110202	07/22/2016	PRINTED	003889 BUSINESS OUTFITTERS BY LA	62.32			
110203	07/22/2016	PRINTED	003889 BUSINESS OUTFITTERS BY LA	384.00			



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FOR CASH ACCOUNT: 00100 10110

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
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110205	07/22/2016	PRINTED	004160 UNIFIRST CORPORATION		69.25	73116	07/31/2016
110206	07/22/2016	PRINTED	004160 UNIFIRST CORPORATION		12.40	73116	07/31/2016
110207	07/22/2016	PRINTED	004229 COAST2COAST PRINTING		602.00	73116	07/31/2016
110208	07/22/2016	PRINTED	004249 STATE OF FLORIDA		1,920.31	73116	07/31/2016
110209	07/22/2016	PRINTED	004249 STATE OF FLORIDA		4,063.54	73116	07/31/2016
110210	07/22/2016	PRINTED	004249 STATE OF FLORIDA		1,368.69	73116	07/31/2016
110211	07/22/2016	PRINTED	004483 LOWE'S HOME CENTERS, INC.		206.99	73116	07/31/2016
110212	07/22/2016	PRINTED	004495 BOUND TREE MEDICAL, LLC		856.62	73116	07/31/2016
110213	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		1,426.02	73116	07/31/2016
110214	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		88.96	73116	07/31/2016
110215	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		355.61	73116	07/31/2016
110216	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		1,290.61	73116	07/31/2016
110217	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		15,948.19	73116	07/31/2016
110218	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		950.51	73116	07/31/2016
110219	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		15.46	73116	07/31/2016
110220	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS		458.37	73116	07/31/2016
110221	07/22/2016	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	109.95	259.37	73116	07/31/2016
110222	07/22/2016	PRINTED	004568 MEDIACOM				
110223	07/22/2016	PRINTED	004660 RAMSEYS' PRINTING & OFFIC		122.00	73116	07/31/2016
110224	07/22/2016	PRINTED	005261 SYSCO-GULF COAST SERVICES		3,605.16	73116	07/31/2016
110225	07/22/2016	PRINTED	005684 VERIZON WIRELESS		2,389.74	73116	07/31/2016
110226	07/22/2016	PRINTED	005936 XEROX CORPORATION		124.29	73116	07/31/2016
110227	07/22/2016	PRINTED	005936 XEROX CORPORATION		155.49	73116	07/31/2016
110228	07/22/2016	PRINTED	006170 CLEAR CHANNEL AIRPORTS		2,227.50	73116	07/31/2016
110229	07/22/2016	PRINTED	006170 CLEAR CHANNEL AIRPORTS		110.00	73116	07/31/2016
110230	07/22/2016	PRINTED	006180 RENTAL, LLC		440.01	73116	07/31/2016
110231	07/22/2016	PRINTED	006181 SANDY'S STITCHES		36.00	73116	07/31/2016
110232	07/22/2016	PRINTED	006198 SARAH PETER	30,000.00			
110233	07/22/2016	PRINTED	006257 DUKE ENERGY FLORIDA, INC.		789.12	73116	07/31/2016
110234	07/22/2016	PRINTED	006516 ROBERTS & ROBERTS, INC		182,428.43	73116	07/31/2016
110235	07/22/2016	PRINTED	006566 DEWBERRY ENGINEERS, INC.		1,690.00	73116	07/31/2016
110236	07/22/2016	PRINTED	006571 SYNOVIA SOLUTIONS, LLC		867.87	73116	07/31/2016
110237	07/22/2016	PRINTED	006580 CATHEDRAL CORP.		5,700.00	73116	07/31/2016
110238	07/22/2016	PRINTED	000151 GCEC		3,088.35	73116	07/31/2016
110239	07/27/2016	PRINTED	000158 GULF COUNTY SHERIFFS	13,226.14			
110240	07/27/2016	PRINTED	000194 ST JOE NATURAL GAS CO	203.12			
110241	07/27/2016	PRINTED	001400 MICHAEL L. HAMMOND		80.00	73116	07/31/2016
110242	07/27/2016	PRINTED	002340 COSTIN AND COSTIN		118,887.43	73116	07/31/2016
110243	07/27/2016	PRINTED	003364 JERRY W. BARNES	265.42			
110244	07/27/2016	PRINTED	003365 CARMEN L. MCLEMORE	640.08			
110245	07/27/2016	PRINTED	004568 MEDIACOM		400.00	73116	07/31/2016
110246	07/27/2016	PRINTED	004659 REBECCA L. NORRIS		2.33	73116	07/31/2016
110247	07/27/2016	PRINTED	004959 BENJAMIN GUTHRIE		1,089.64	73116	07/31/2016
110248	07/27/2016	PRINTED	005264 FAIRPOINT COMMUNICATIONS	2,159.22			
110249	07/27/2016	PRINTED	005264 FAIRPOINT COMMUNICATIONS	17,394.28			
110250	07/27/2016	PRINTED	005740 HILLER SYSTEMS INCORPORAT	435.00			
110251	07/27/2016	PRINTED	005914 WARD MCDANIEL	480.00			
110252	07/27/2016	PRINTED	005930 NOVAK LAW GROUP, PLLC	15,245.00			
110253	07/27/2016	PRINTED	005946 GARY M. PABLO, MD	833.33			
110254	07/27/2016	PRINTED	006100 BRETT C LOWRY	80.00			



08/17/2016 10:22  
838dlyle

GULF COUNTY BCC  
AP CHECK RECONCILIATION REGISTER

P 5  
apchkrcn

FOR CASH ACCOUNT: 00100 10110

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
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110255	07/27/2016	PRINTED	006119 DENNIS BARFIELD		83.92	73116	07/31/2016
110256	07/27/2016	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	761.69			
110257	07/27/2016	PRINTED	006300 MEREDITH CORPORATION	12,000.00			
110258	07/27/2016	PRINTED	006433 SANDY QUINN	181.70			
110259	07/27/2016	PRINTED	006511 HOLLEY, CHRISTOPHER	152.00			
110260	07/29/2016	PRINTED	000421 INT. UNION OF OPER. ENG.	166.50			
110261	07/29/2016	PRINTED	004160 UNIFIRST CORPORATION	287.26			
110262	07/29/2016	PRINTED	004290 UNITED WAY OF NORTHWEST F	50.00			
110263	07/29/2016	PRINTED	006093 LEGALSHIELD	15.95			

UNCLEARED 396,226.22

CLEARED 1,986,829.33

CASH ACCOUNT TOTAL

217 CHECKS

08/17/2016 10:22  
838dlyle

GULF COUNTY BCC  
AP CHECK RECONCILIATION REGISTER



P 6  
apchkrcn

UNCLEARED                      CLEARED

217 CHECKS                      FINAL TOTAL                      396,226.22                      1,986,829.33

\*\* END OF REPORT - Generated by Darla Lyle \*\*



# GULF COUNTY EMERGENCY MANAGEMENT

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

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:07

## INTEROFFICE MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS  
FROM: MARSHALL NELSON *Marshall*  
DATE: AUGUST 17, 2016  
SUBJECT: ALERTFLORIDA MASS NOTIFICATION SYSTEM  
MEMORADUM OF AGREEMENT

Section 252.35(2)(a)6, Florida Statutes (2015), (F.S.), requires the Florida Division of Emergency Management (FDEM) to establish a system of communications and warning to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions. FDEM has executed a contract with Everbridge, Inc. for the provisions of statewide alert and mass notification system in support of its AlertFlorida Initiative.

Gulf County has been under contract with Everbridge, Inc. since 2013 to provide mass notifications service in support of the AlertGulf. FDEM is now funding and providing this same service at no local cost for the initial contract and all renewal years (ending on June 30, 2019), contingent upon an annual appropriations by the Florida Legislature. Therefore, we wish to enter into a Memorandum of Agreement to utilize the notification system provided by FDEM to transmit alerts, notifications, and other authorized public safety messages to residents, businesses, and visitors in Gulf County.

By this memo we are requesting board to approval of the attached Memorandum of Agreement with the Florida Division of Emergency Management contingent upon the attorney's review and approval.

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

Attachment

**MEMORANDUM OF AGREEMENT**  
**BETWEEN THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT AND**  
**THE GULF COUNTY BOARD OF COUNTY COMMISSIONERS**

This Memorandum of Agreement (the "Agreement") is made and entered into by the Florida Division of Emergency Management (hereinafter referred to as the "Division") and the Gulf County Board of County Commissioners (hereinafter referred to as the "County").

WHEREAS Section 252.35(2)(a)6, Florida Statutes (2015), (F.S.), requires the Division to establish a system of communications and warning to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions;

WHEREAS the Division has executed contract DEM-16-PG-E4-13-00-22-379 with Everbridge, Inc. for the provision of Statewide alert and mass notification services in support of its AlertFlorida Initiative, hereinafter referred to as the "notification system;"

WHEREAS the Division is funding and providing the notification system at no local cost to eligible subdivisions for the initial contract and all renewal years (ending on June 30, 2019), contingent upon an annual appropriation by the Florida Legislature;

WHEREAS Section 252.38 F.S. establishes Emergency Management powers of political subdivisions and constructs safeguarding the life and property of its citizens as an innate responsibility of the governing political body of each political subdivision of the state, and;

WHEREAS the County desires to utilize the notification system provided by the Division to transmit alerts, notifications, and other authorized public safety messaging to residents, businesses, and visitors located in or transiting through their political subdivision, while performing its powers under section 252.38 F.S.

NOW, THEREFORE, in consideration of the cooperative effort between the parties contained herein, the parties agree as follows:

**1. TERM OF AGREEMENT**

This agreement is effective on the date of execution by the last-signing party and shall remain in effect for the duration of services provided under contract DEM-16-PG-E4-13-00-22-379, but no later than June 30, 2019.

**2. DUTIES AND RESPONSIBILITIES**

**A. Division of Emergency Management**

The Division:

- I. Has assigned a contract manager for the notification system pursuant to section 287.057(14) F.S. who will enforce the performance of the contract

- terms and conditions and serve as a liaison with the contractor, Everbridge Inc.
- II. Reserves the right to access any political subdivision's account or organization in the system for purposes of contract management, and to monitor system activity and usage.
  - III. Will limit the number of personnel with high-level administrative access credentials to the system, and will take reasonable efforts to prevent the unauthorized disclosure of contact information protected under section 119.071(5)(j) F.S.
  - IV. Reserves the right to launch a statewide notification to all available "opt-in" contact data in the system resulting from a catastrophic natural or technological disaster, a widespread public health emergency, an imminent or actual attack of a foreign military power, or a similar emergency where a delay to coordinate locally-initiated notifications would endanger the health and safety of the State's population.
  - V. Reserves the right to require certain notification subscription options be set to "mandatory" in a subdivision's public-facing opt-in portal, including:
    - a. Tornado Warnings
    - b. Flash Flood Warnings
    - c. Hurricane Warnings
    - d. Statewide Notifications
    - e. Countywide Notifications
  - VI. Will, upon termination of the contract, distribute the system's recipient contact data to the County as specified in Minimum Support Requirement number eight of the contract's Scope of Work.

## **B. Gulf County**

### The County:

- I. Acknowledges the terms and conditions of the contract, which is attached hereunto, and agrees to abide by the applicable terms thereof, including but not limited to the terms of the Everbridge Core Platform Agreement, incorporated in the contract as Exhibit "E."
- II. Agrees to abide by the Everbridge Acceptable Use Policy, available via <http://www.everbridge.com/aup> and incorporated in the contract as Exhibit "F."
- III. Agrees to place a "powered by AlertFlorida" icon that shall encompass no greater or less than 10% the banner image of the County's public-facing opt-in portal(s) for continuity with statewide branding.
- IV. Acknowledges the following authorized uses of the system and agrees to limit use of the system to those uses, defined by the Division as the following categories of notifications:
  - a. Population protective actions, such as evacuation orders, shelter-in-place warnings, boil water notices, and similar actions;
  - b. Emergency preparedness and response information, such as the availability of sand bag stations for flood-fighting efforts, notification

- of planned or anticipated disruption of municipal services & municipal or commercial utilities, the establishment of emergency shelters, implementation of curfews and other law enforcement security measures, the designation of security zones around specific planned events, the establishment of keywords for event-specific messaging, and other similar messaging that conveys a change in the County's steady-state operational posture;
- c. Disaster recovery information, such as the location of disaster recovery centers, availability of voluntary agency or governmental disaster recovery assistance, and updates on debris clearance and the allowance of re-entry into a portion of the subdivision impacted by a disaster;
  - d. Emergency preparedness exercises, including operational tests of notification capability and public notification of functional or full-scale public safety and emergency management exercises occurring within the jurisdiction;
  - e. Law enforcement searches for a missing person or a manhunt for escaped convicts or suspects evading arrest;
  - f. Automated weather warnings provided by the National Weather Service;
  - g. Notification and recall of County employees, contractors, and other response partners that support the activation of the County's Emergency Operations Center or supplement the staffing of existing public safety response and recovery functions, including the staffing of specialty response teams, and;
  - h. Non-Weather Messages (NWMs) that the County is authorized to broadcast via their IPAWS Alerting Authority including a Civil Danger Warning, Civil Emergency Message, Fire Warning, Hazardous Materials Warning, Local Area Emergency, 911 Telephone Outage Emergency, Nuclear Power Plant Warning, Radiological Hazard Warning, and future NWM's that may become available.
- V. Acknowledges that access to the Integrated Public Alert and Warning System (IPAWS) and Emergency Alert System (EAS) initiation features available in the system is contingent on the County:
    - a. Acquiring its Collaborative Operating Group (COG) license from the Federal Emergency Management Agency (FEMA), and;
    - b. Registering with the National Weather Service for access to HazCollect.
  - VI. Agrees to make a reasonable effort to supply the Division with requested information about any existing or recent local contracts for mass notification services, for the purpose of developing quantitative cost impact and qualitative notification capability measures in support of legislative budget requests for continued funding of the initiative.
  - VII. Agrees to develop a written Standard Operating Procedure (SOP) that governs access to and use of the notification system within the County, to include, at minimum, the following topics:

- a. Defining the local organization administrator(s);
- b. Defining procedures for requesting administrative access within the jurisdiction and the training requirements for granting such access;
- c. Establishing a message drafting and approval process;
- d. Discussing the difference between “opt-in” and “opt-out” contact data, limiting the use of “opt-out” data to imminent or actual life threatening emergencies, and considering the time of day when initiating notifications that use “opt-out” data, and;
- e. Specifying the responsibility and frequency of periodically reviewing all administrative user accounts within the County’s organization(s) to validate the continued relationship and need for access of each current user.

The SOP must be developed within 60 days of the effective date of this agreement and is subject to review by the Division at any time during the agreement.

- VIII. Acknowledges that Everbridge, Inc. provides additional notification system capabilities and services which are not covered under the Division’s contract for the notification system (hereafter referred to as “non-covered services”). If the County desires to enhance their notification capabilities by adding non-covered services to their organization(s), then the County will be responsible for any additional costs incurred as a result of adding those services, plus any costs arising from technical support of the non-covered services, payable directly to Everbridge. The County will notify the Division of its intent to add non-covered services prior to deployment, and will provide an additional notification after deployment, with the intent of maintaining visibility on the vendor’s provision of support and maintenance on covered features.

### 3. POINTS OF CONTACT

The parties shall direct all matters arising in connection with the performance of this Agreement to the attention of the respective contact persons named below for resolution or action:

**For the Division:**

Brian Misner, Special Projects Coordinator  
 2555 Shumard Oak Boulevard  
 Tallahassee, Florida 32399  
 Telephone: 850-922-5332  
 Email: brian.misner@em.myflorida.com

**For the County:**

Ward McDaniel, Chairman  
 1000 Cecil G. Costin, Sr. Blvd  
 Port St. Joe, FL 32456  
 Telephone: 850-229-6106  
 Email: commissioner2@gulfcounty-fl.gov

### 4. TERMINATION OF AGREEMENT

The parties may terminate this Agreement at any time upon thirty days’ written notice to the points of contact specified herein.

**5. LIABILITY**

Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of 768.28, F.S. Nothing herein shall be construed as consent by either party to be used by third parties.

**6. ATTACHMENTS**

The following attachments are incorporated hereunto by reference:

- A. Attachment 1 – Definitions
- B. Attachment 2 – Contract DEM-16-PG-E4-13-00-22-379 between the Division and Everbridge, Inc.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the dates appearing beneath their respective signatures.

**FLORIDA DIVISION OF  
EMERGENCY MANAGEMENT**

**GULF COUNTY BOARD OF COUNTY  
COMMISSIONERS**

By: \_\_\_\_\_  
**Bryan Koon, Director**

By: \_\_\_\_\_  
**Ward McDaniel, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## Attachment 1 – Definitions

**Account** – An account is the access point to the web-based Everbridge Suite platform. Accounts are segmented into Organizations, and are typically segmented further into numerous groups.

**Contact** - Individuals who may receive notifications from or through the notification system, including any individual person who provides their personal contact information through an opt-in portal.

**Opt-In** – The process whereby a contact subscribes to receive notifications through an organization-specific web portal, or by sending the subdivision’s keyword(s) or zip code(s) to an established SMS short code.

**Opt-Out** – Contact and address point data loaded into the Everbridge Platform by a political subdivision without the intervention of the contact.

**Organization** - In the Everbridge Platform, an organization (“Org”) contains a contact database and the capability to send notifications. Each Org has a mapping feature that allows users to send notifications based on registered locations of contacts. Orgs can be configured with a variety of settings and users can view and create numerous reports.

**User** - Individuals assigned roles and granted permission to manage users, manage contacts and groups, edit settings, and/or send notifications within the Everbridge platform.



# GULF COUNTY EMERGENCY MANAGEMENT

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

## INTEROFFICE MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MARSHALL NELSON *Marshall Nelson*

DATE: JULY 25, 2016

SUBJECT: PRE-QUALIFY DISASTER DEBRIS REMOVAL CONTRACTORS  
BID #1516-13

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12: 07

In response to Bid #1516-13, Gulf County has received and reviewed nine bids for disaster debris removal services. Gulf County Emergency Management has reviewed and qualified several of the bids received and deemed them competent and responsive bidders. From the responsive bidders we submit the following recommendations for the bids companies we have deemed most qualified and best meet our county's needs.

Please accept my recommendation for board approval and selection of AshBritt, Inc. as our primary disaster debris removal vendor. Additionally, I recommend the board's approval and selection for a standby agreement on an as needed basis with proper activation and notice requirements met. The contracted services will only be performed following proper and authorized notification to the contractor, issuance of an "Approved Work Authorization" and finally a "Notice to Proceed" from Gulf County.

I also recommend to this board the selection and engagement of CrowderGulf and DRC Emergency Services as secondary vendors that have met the pre-qualification criteria for disaster debris removal contracting and in the event the primary contractor is unable to fulfill their contract obligations, I recommend CrowderGulf, a the primary backup, and DRC Emergency Services, LLC, as our secondary backup to be considered for disaster debris removal services.

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

# CHIEF ADMINISTRATOR'S OFFICE

Donald Butler, Chief Administrator

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

## MEMORANDUM

**TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS**  
**FROM: DON BUTLER, COUNTY ADMINISTRATOR**  
**SUBJECT: BID #1516-28 (PROTECTIVE GEAR COAT/PANT COMBINATION – BEACHES FIRE DEPARTMENT)**  
**DATE: AUGUST 16, 2016**

Recommendation to the board is to award Bid #1516-28, (Protective Gear Coat/Pant Combination) for the Beaches Fire Department to the only bidder Municipal Emergency Services, in the amount of \$10,854.00 to be paid from the Beaches Fire Department.

FILED FOR RECORD  
 REBECCA L. MORRIS  
 CLERK OF CIRCUIT COURT  
 GULF COUNTY, FLORIDA  
 2016 AUG 17 PM 12: 08

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

JOANNA BRYAN  
District 3

SANDY QUINN  
District 4

JERRY BARNES  
District 5

28  
 JONSEN  
 DATE 8/23/16 HS



BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA

30

**CHIEF ADMINISTRATOR'S OFFICE**

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

**MEMORANDUM**

**TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS**  
**FROM: DON BUTLER, COUNTY ADMINISTRATOR**  
**SUBJECT: BID #1516-29 (ICE-O-MATIC & CONDENSER – BEACHES FIRE DEPARTMENT)**  
**DATE: AUGUST 16, 2016**

Recommendation to the board is to award Bid #1516-29 (Ice-O-Matic & Condenser) for the Beaches Fire Department to the low bidder Gulf Ice Systems, Inc., in the amount of \$2,887.56 to be paid from the Beaches Fire Department.

FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:08

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

JOANNA BRYAN  
District 3

SANDY QUINN  
District 4

JERRY BARNES  
District 5

30

8/23/16 MS

# BID TABULATION SHEET

**BID #1516-29**

**PROJECT: ICE-O-MATIC & CONDENSER - B.F.D.**

COMPANY NAME	BASE BID	ALTERNATE #1 <i>with Line Kit</i>	ALTERNATE #2
Gulf Ice Systems, Inc.	\$ 2,887.56	\$ 3,043.97	
Sam Tell & Son, Inc.	\$ 3,557.89		
Ice Systems, Inc.	\$ 2,887.56		
RECOMMEND LOW BID FROM GULF ICE SYSTEMS, INC.			
@ \$ 2,887.56 PAYABLE FROM GCRVFD <i>DR</i> 8-16-2016			

  
 Clerk \_\_\_\_\_ Date 8/15/16

  
 BCC Representative \_\_\_\_\_ Date 8/15/16

BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA

32

**CHIEF ADMINISTRATOR'S OFFICE**

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

**MEMORANDUM**

**TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS**  
**FROM: DON BUTLER, COUNTY ADMINISTRATOR**  
**SUBJECT: BID #1516-30 (TWO MOTOROLA BASE STATIONS, REPEATER & RECEIVERS-BEACHES FIRE DEPARTMENT)**  
**DATE: AUGUST 16, 2016**

Recommendation to the board is to award Bid #1516-30 (Two Motorola Base Stations, Repeaters & Receivers) Alternate #1 for Beaches Fire Department to the only bidder First Communications, in the amount of \$16,696.14. This will be paid equally from the 4 St. Joe Fire Control District Departments (White City Fire Department, Highland View Fire Department, South Gulf County Fire Department & Beaches Fire Department).

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:08

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

JOANNA BRYAN  
District 3

SANDY QUINN  
District 4

JERRY BARNES  
District 5

32

CONSENT  
DATE 8/23/16 HS

# BID TABULATION SHEET

**BID #1516-30**    **PROJECT: TWO MOTOROLA BASE STATION, REPEATER & RECEIVERS – B.F.D.**

COMPANY NAME	BASE BID	ALTERNATE #1 <i>with Duplexer</i>	ALTERNATE #2
First Communications	\$ 14,473.28	\$ 16,696.14	
ONLY BIDDER -			
PAYABLE FROM	RECOMMEND	TO AWARD	ALTERNATE #1
DEPARTMENTS	THE "4"	ST. JOE FIRE CONTROL DISTRICT	
	WCVFD	HNVFD	SGCVFD
	8-16-2016		GCBVFD

  
 Clerk \_\_\_\_\_ Date \_\_\_\_\_

  
 BCC Representative \_\_\_\_\_ Date 8/15/16

BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA

34

**CHIEF ADMINISTRATOR'S OFFICE**

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

**MEMORANDUM**

**TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS**  
**FROM: DON BUTLER, COUNTY ADMINISTRATOR**  
**SUBJECT: BID #1516-27 (COMMUNICATION TOWER REPAIRS-PSJ TOWER)**  
**DATE: AUGUST 16, 2016**

Recommendation to the board is to reject Bid #1516-27 for the "Communication Tower Repairs-PSJ Tower".

FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:08

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

JOANNA BRYAN  
District 3

SANDY QUINN  
District 4

JERRY W. BARNES  
District 5

34

CONFIDENTIAL  
DATE 8/23/16 KS





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

MEMORANDUM

Date: Aug. 16, 2016

To: Board of County Commission

From: Mark Cothran, Director GCMC *MC*

Re: Disposition of Surplus Property

FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12: 21

1. In compliance with Chapter 388.323 Florida Statutes, I recommend the following property be junked and removed off inventory:

Property Number	Description	Condition	Transfer Price
72-31	2011 SYX Computer VX8 107297432	Poor	\$100
70-614	2002 Chevy K1500 1GCEK14T52Z219027	Poor	\$5,000

- \* 2. After being offered to other mosquito control programs per F.S., I recommend advertising for sealed bids for the vehicle. In compliance with Chapter 388.323(3), all proceeds from the sale of this vehicle shall be deposited into the Mosquito Control State Fund Account 103.

**NOTICE  
TO RECEIVE SEALED BIDS  
BID#1516-**

The Gulf County Tourist Development Council (GCTDC) will receive bids from any person, company or corporation interested in providing the following:

**Printing of the 2017 Official Gulf County Visitor Guide**

**Response Deadline:** Friday, September 16, 2016 no later than 4:30 p.m., E.T.  
**Opening Date:** Monday, September 19, 2016 at 10:00 a.m., E.T.

**Response Procedure:**

**The original and two (2) copies of the bid must be delivered to the Gulf County Clerk of Court's Office at 1000 Cecil G. Costin, Sr. Blvd., Room 149, Port St. Joe, FL 32456 by the response deadline. Please indicate on the envelope YOUR COMPANY NAME, that this is a SEALED BID and include the BID NUMBER.**

Complete bid specifications may be obtained from the Gulf County Clerk's Office (850) 229-6112 or from the Gulf County website at [www.gulfcounty-fl.gov](http://www.gulfcounty-fl.gov).

The Gulf County Board of County Commissioners reserves the right to reject any and all bids deemed in the best interest of the County.

**BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
/s/ WARD MCDANIEL, CHAIRMAN**

Advertise: 9/1/16 & 9/8/16  
Ad #2016-  
Invoice:  
Ad Size: Legals – The Star

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12: 07

Contract 8123

UNSEEN  
8/23/16 KS **37**

GULF COUNTY  
2016 JUL 25 PM 12:50  
BOARD OF COUNTY  
COMMISSIONERS

GFWC Wewahitchka Woman's Club  
P.O. Box 94  
Wewahitchka, FL 32465

July 14, 2016

Ms. Lynn Lanier  
Central Services Director  
Gulf County Board of County Comm.  
1000 Cecil G. Costin, Jr., Blvd  
Port St. Joe, FL 32456

FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:09

Dear Ms. Lanier:

The GFWC Wewahitchka Woman's Club is a non-profit organization, and a member of the General Federation of Women's Club, which is an international organization. We will be celebrating our 80<sup>th</sup> Anniversary as a Federated Club on October 15, 2016, at the Honeyville Community Center.

City, county, and state dignitaries, as well as members of the community will be invited to this event. Due to the cost that will be involved to hold this celebration we would be very grateful if the \$200.00 rental fee could be waived. If this request is granted it is understood that we must pay a \$200.00 security fee, which will be returned after the facility has been inspected to the satisfaction of your office.

The Woman's Club is very involved in many community activities within the county, i.e., we provide scholarships each year to graduating seniors at Wewahitchka High School; we annually support both libraries within the county; we hold a Coats for Kids drive every year, supplying new or slightly used coats to needy elementary students at Wewahitchka Elementary School and Port St. Joe Elementary School (each child is also provided a new hat, gloves, blankets, gently used clothing items and shoes); provide support the Gulf County Domestic Violence Program. These are only a few of the projects that we support. If you can possibly waive this fee for our club it will go a long way in helping us to hold an event where we will not only host and serve refreshments, but it will give

8/23/16 LL

us the opportunity to recognize individuals and groups that have helped support our club for so many years, and to allow us to more fully educate the guests about our many contributions to the community.

Thanking you in advance for your consideration. If you have any questions please do not hesitate to call me at 850-814-4983.

Sincerely,

A handwritten signature in black ink that reads "Jo Grogan". The signature is written in a cursive style with a large, stylized initial "J" and "G".

Jo Grogan  
Event Chairman

# Wewahitchka Sportsman Wild Game Supper

SPONSORED BY: Wewahitchka Ministerial Association

Dear Gulf County B.O.C.C.,

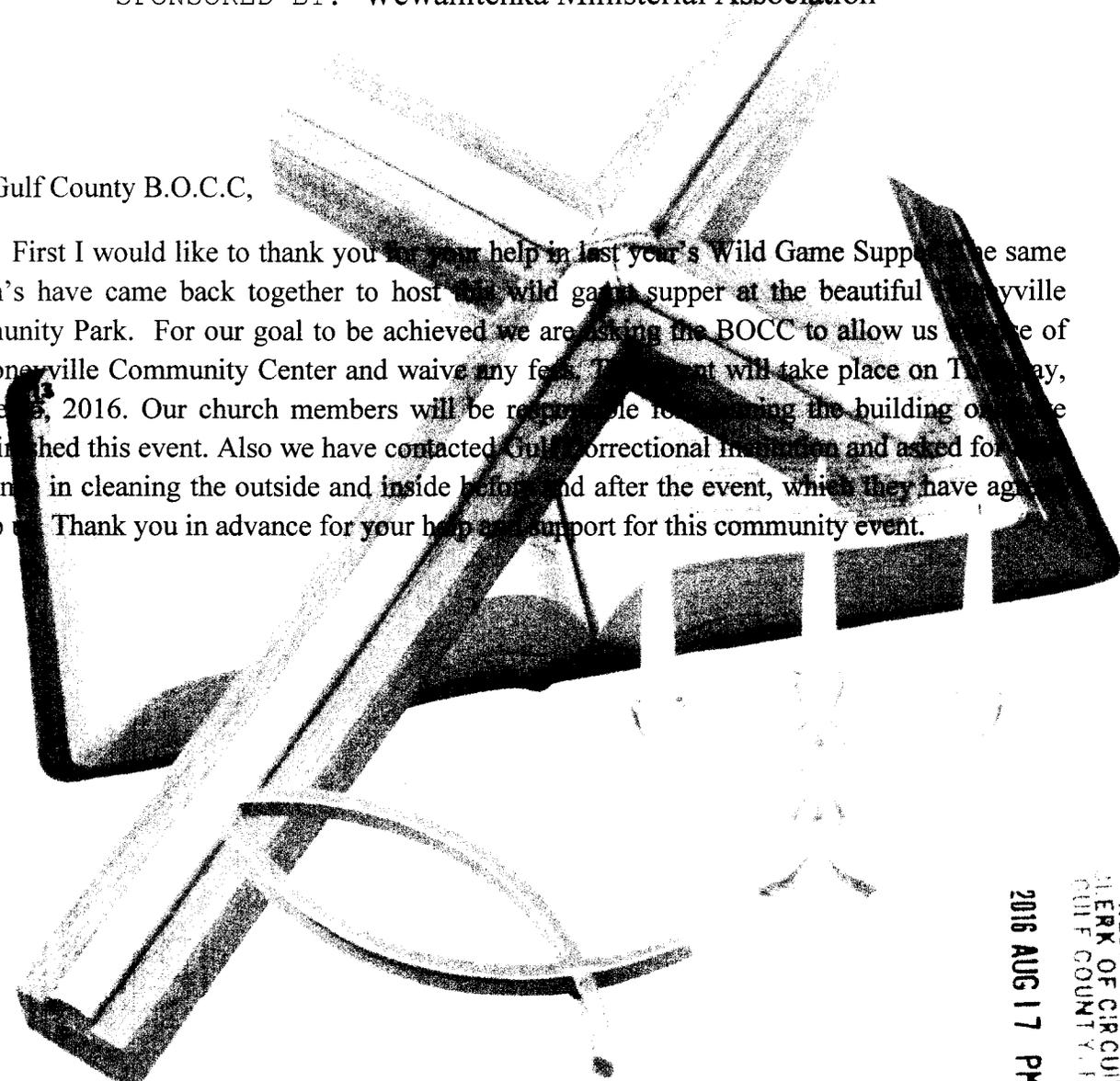
First I would like to thank you for your help in last year's Wild Game Supper. The same church's have come back together to host the wild game supper at the beautiful Honeyville Community Park. For our goal to be achieved we are asking the BOCC to allow us to use the Honeyville Community Center and waive any fees. The event will take place on Thursday, October 13, 2016. Our church members will be responsible for cleaning the building once we have finished this event. Also we have contacted Gulf Correctional Institution and asked for assistance in cleaning the outside and inside before and after the event, which they have agreed to help with. Thank you in advance for your help and support for this community event.

Joey Smith  
Glad Tidings Assembly of God  
850-639-2661

Mike Stroud  
First Baptist Church  
850-639-2789

Derrick Gerber  
Westside Baptist Church  
850-639-5719

Mike Dunn  
Dalkeith Baptist Church  
850-639-2744



FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:09

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8/23/16 LL



www.nwrls.lib.fl.us

Serving Florida Counties  
of Bay, Gulf and Liberty

Headquarters:  
Bay County Public Library  
898 W 11<sup>th</sup> Street  
PO Box 59625  
Panama City, FL 32412-0625

Phone 850/522-2100  
FAX 850/522-2138

Robin Shader  
Library Director

August 3, 2016

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

Re: State Aid to Libraries FY2015 Grant Agreement

Enclosed please find one copy of the *State Aid to Libraries Grant Agreement*. The *Agreement* should be signed by the Chairman of the County Commission and Clerk of Court or chief financial officer. Please return the signed agreement to me by September 22 to ensure that required documentation is compiled and received at the State Library by the October 1 deadline. We will complete the additional documentation needed to comply with grant program requirements. An executed copy of the agreement will be returned to you.

The estimated grant amount for Gulf County, which is calculated by the Florida Division of Library and Information Services, for FY 2017 is \$56,366.

Please note, State Aid to Libraries Grant Applications are now submitted online. Once we receive the signed *Agreement* we will scan and upload the document to the online application form. The executed copy of the *Agreement* you receive will not contain original signatures of the County Commission chair and Clerk of Court. If you require a copy of the *Agreement* with all original signatures, please let me know.

If you have any questions, please call me at 522-2109.

Sincerely,

Robin Shader  
Library Director

Enclosure - State Aid to Libraries Grant Agreement

2016 AUG - 4 AM 11:48  
FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA

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

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

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2016-2017 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

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

1. **Grant Purpose.** This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.
  - a) The Grantee shall perform the following **Scope of Work** as identified in Section 257.17, *Florida Statutes*:

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

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

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

Payment 1, Deliverable/Task 1:

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

2. **Length of Agreement.** This Agreement shall begin the date the agreement is signed by both the Grantee's Governing Body and the Division and continue until all grant funds have been expended, unless terminated in accordance with the provisions of Section 28 of this Agreement.
3. **Expenditure of Grant Funds.** The Grantee cannot obligate or expend any grant funds before the Agreement has been signed by all parties. No costs incurred after termination of the Agreement shall be allowed unless specifically authorized by the Division.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

**For the Division of Library and Information Services:**

Marian Deeney, Library Program Administrator  
 Florida Department of State  
 R.A. Gray Building  
 Mail Station # 9D  
 500 South Bronough Street  
 Tallahassee, Florida 32399  
 Phone: 850.245.6620  
 Facsimile: 850.245.6643  
 Email: marian.deeney@dos.myflorida.com

**For the Grantee:**

Robin Shader, Library Director  
 110 Library Drive  
 Port Saint Joe, Florida 32456  
 Phone: (850) 522-2109  
 Facsimile: (850) 522-2138  
 Email: rshader@nwrls.com

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2016-2017 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be a fixed price in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit [myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf](http://myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf). The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit [flvendor.myfloridacfo.com/](http://flvendor.myfloridacfo.com/). **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

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

Payment will be withheld if Deliverables are not satisfactorily completed.

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

Use the following text:

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

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

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

- 11. Travel Expenses.** The Subgrantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
- 12. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.
- 13. Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
- 14. Single Audit Act.** Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$500,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 257.41(3), *Florida Statutes* within nine months of the close of its fiscal year.
- 15. Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-

year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.

**16. Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.

**17. Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.

**18. Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.

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

- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
- d) The name of the account(s) must include the grant award number;

- e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
- f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

- 20. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 21. Lobbying.** The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.

- b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
- c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
- d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

**25. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section ~~19~~ 18, Noncompliance.

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

**27. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.

**28. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.

**29. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall

impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.

**30. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.

**31. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.

a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:

1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

**32. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.

**33. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.

- 34. **Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
- 35. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
- 36. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990.
- 37. **Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.
- 38. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:
  - a) This Agreement
  - b) Florida Single Audit Act Requirements (Attachment A)
  - c) Fiscal Year 2016-2017 State Aid to Libraries Final Grants (Attachment B)

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

Date of Agreement: \_\_\_\_\_

Grantee:

By: \_\_\_\_\_  
 Chair of Governing Body or  
 Chief Executive Officer

Ward McDaniel, Chairman  
 \_\_\_\_\_  
 Typed name and title

\_\_\_\_\_  
 Clerk or Chief Financial Officer

Rebecca L. Norris, Clerk  
 \_\_\_\_\_  
 Typed name and title

\_\_\_\_\_  
 Date

Department of State:

By: \_\_\_\_\_  
 \_\_\_\_\_  
 Typed name and title

\_\_\_\_\_  
 Witness

**ATTACHMENT A**  
**FLORIDA SINGLE AUDIT ACT REQUIREMENTS**

**AUDIT REQUIREMENTS**

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

**MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State." In the event the Department of State determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department of State staff to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the Recipient expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT I to this agreement indicates Federal resources awarded through the Department of State by this agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department of State. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the Recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from Recipient resources obtained from other than Federal entities).

## PART II: STATE FUNDED

This part is applicable if the Recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such Recipient (for fiscal years ending September 30, 2004 or thereafter), the Recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the Recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the Recipient expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the Recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than State entities).

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

State of Florida Department Financial Services (Chief Financial Officer)

[www.fldfs.com/](http://www.fldfs.com/)

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

[www.leg.state.fl.us/](http://www.leg.state.fl.us/)

**PART III: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section 320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient directly to each of the following:
  - A. The Department of State at each of the following addresses:
 

Department of State  
Office of Inspector General  
R.A. Gray Building, Room 114A  
500 S. Bronough St.  
Tallahassee, FL 32399-0250
  - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:
 

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132
  - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department of State for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, the Recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the Recipient's audited schedule of expenditures of Federal awards directly to each of the following:
 

Department of State  
Office of Inspector General  
R.A. Gray Building, Room 114A  
500 S. Bronough St.  
Tallahassee, FL 32399-0250
3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the Recipient directly to each of the following:
  - A. The Department of State at each of the following addresses:
 

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

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

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

4. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
5. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.

**PART IV: RECORD RETENTION**

1. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of 5 years from the date the audit report is issued, and shall allow the Department of State, or its designee, CFO, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the Department of State, or its designee, CFO, or Auditor General upon request for a period of 3 years from the date the audit report is issued, unless extended in writing by the Department of State. *NOTE: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.*

EXHIBIT 1

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

Not Applicable.

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

Not Applicable.

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not Applicable.

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

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Library Grants, CSFA Number 45.030

Award Amount: Listed on Attachment B, Fiscal Year 2016-2017 State Aid to Libraries Final Grants

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

As contained in the Compliance Supplement to CSFA Number 45.030.

**ATTACHMENT B**

[Fiscal Year 2016-2017 State Aid to Libraries Final Grants]



FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12: 10

MEMORANDUM

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: LIANNA SAGINS, EDC & GRANTS**

**DATE: AUGUST 23, 2016**

**SUBJECT: TRANSPORTATION REGIONAL INCENTIVE PROGRAM- STUMPHOLE  
REVTMENT, EXTENSION REQUEST**

Requesting approval to extend the following grant contract in order to complete and satisfy all requirements:

- TRIP Stumphole Revetment set to expire September 1, 2016, requesting new expiration date of May 1, 2017.

STUMPHOLE REVETMENT  
FDOT- TRIP  
P# 422457-3-38-01/C#  
\$427,435.00

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

**Economic Development Coalition & Grants**

1000 CECIL G. COSTIN SR. BLVD., ROOM 312, PORT ST. JOE, FLORIDA 32456

PHONE: (850) 229-6144 / EMAIL: [mchilds@gulfcountyedc.com](mailto:mchilds@gulfcountyedc.com)

August 23, 2016

Dustin Castells  
Florida Department of Transportation  
1074 Highway 90  
Chipley, Florida 32428

Re: Stumphole Revetment - P#422457-3-38-01/C#

Dear Mr. Castells:

The Gulf County Board of County Commissioners is requesting a 9-month extension for completion of the above referenced project. Construction has not been able to begin due to turtle nesting season, which falls between May and October. Construction is anticipated to start in November 2016.

We feel that the Contractor will be unable to complete this project by the September 1, 2016 deadline, and are therefore respectfully requesting that it be extended until May 1, 2017.

Your consideration in this matter is greatly appreciated, and should you need additional information, please contact us at any time.

Sincerely,



Lianha Sagins  
Gulf County Grants Department



GULF COUNTY ASSET / INVENTORY ACTIVITY FORM

Initiating Department: BOCC/Administration

Check type of Activity below:

Asset Acquisition

Asset Purchase

Amount Invoice# Invoice Date Vendor Name

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

Asset Donation

Donation From Asset Description Value

Improvement to Existing Asset

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

Asset Transfer To

Receiving Department -- Name Gulf County Jail

Surplus (useable condition but no longer needed by Department)

Asset Disposal

Retired (check reason)

Sold

Trade-in

Donate

Return to other Government

Retirement Reason:

Obsolete / No longer needed

Non-Repairable

Repair Not Cost Effective

Cannibalized

Other

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY FLORIDA  
2016 AUG 17 PM 12: 22

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

Department/Location	Asset Tag #	Description	Serial Number

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

Vehicle Tag Number	Year, Make Model	Vehicle Identification No.	Odometer Miles
15-37	2007 Chevrolet Impala White	2G1WB58K379400473	

Other Information :

Department / Location Approval

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

Kari Summers  
Department Head Signature

8/16/16  
Date

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

Board of County Commissioners  
Consent Agenda Approval

Date

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

Office of the Clerk of Circuit Court

Asset Tag# \_\_\_\_\_

Asset Record Updated \_\_\_\_\_

Copy Returned to Department \_\_\_\_\_

CONSENT  
DATE 8/23/16 HS





08/18/2016 08:36  
838eblan

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
famstmnt

ASSET # 4812	40	MISC. EQUIPMENT	MASTER ASSET			DESCRIPTION	OPTIPLEX 790 MINITOWER, 22" W.S. MONITOR		
CLASS	402	COMPUTERS & PRI	FUND SOURCE	A1	PURCHASE	MAINT CONT	Y	INSURED	N
COMMODITY	15	BOARD OF CNTY C	ACQUIS METH			VENDOR DESC	Vendor Name Mi	CARRIER	
DEPT	15	BOARD OF CNTY C	ACQUIS DATE		08/24/2012	TYPE	G	INSURED VAL	0.00
LOC CODE	15	BOARD OF CNTY C	ACQUIS COST		1,152.50	EXPIRE DATE		EXPIRE DATE	0.00
LOC MEMO		ADMIN BLDG	ACRES		0.000	ANNUAL COST		POLICY CST	0.00
ROOM			QTY	1		MEMO		MEMO	
STORAGE LOC		BRAD PRICE	UNIT PRICE		1,152.50				
			PURCH MEMO						
STATUS	A	ACTIVE				DEPRECIATE	Y		
CONDITION	E	EXCELLENT	SOY BOOK		1,152.50	DEPREC PRN		1,152.50	
CUSTODIAN		BOARD OF CNTY COMM.-A	CURRENT BOOK		653.08	FIRST YR/PR	2013/11	LAST YR/PR	2015/12
TITLEHOLDER		G.C. BOCC	EST SALVAGE		0.00	EST LIFE	5		
			REPL COST		1,152.50	PERIODS TAKEN	26		
TAG #	15-30		LAST INVENT			ACCUM DEPREC		499.42	
SERIAL #			IMPROVE MEMO						
MANUFACTURER	DELL	DELL	RETIRE DATE						
MODEL		OPTIPLEX 790	DISP CODE						
MODEL YEAR	2012		DISP PRICE		0.00				
LICENSE #			SALE PRICE		0.00				
VEND #	PO #	DOCUMENT #	INVOICE #	INV DATE	INV AMT				
1837		43485	XFX4XJX78	09/13/2012	1,152.50				

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31511		100.00
5	DEPRECIATION EXPENSE	GFAAG	59000		100.00
6	ACCUMULATED DEPRECIATION	GFAAG	16790		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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**GULF COUNTY ASSET / INVENTORY ACTIVITY FORM**

Initiating Department: BOCC/Administration

Check type of Activity below:

Asset Acquisition  
 Asset Purchase \_\_\_\_\_  
 Amount Invoice# Invoice Date Vendor Name  
*Attach a copy of this form to the invoice when submitting to the Clerk's Office for payment*

Asset Donation \_\_\_\_\_  
 Donation From Asset Description Value

Improvement to Existing Asset \_\_\_\_\_  
 Describe the Need For and Description Of the Improvement, Attach a copy if necessary

Asset Transfer To  
 Receiving Department -- Name Public Works  
 Surplus (useable condition but no longer needed by Department)

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

FILED FOR RECORD  
 REBECCA L. MORRIS  
 CLERK OF CIRCUIT COURT  
 GULF COUNTY, FLORIDA  
 2016 AUG 17 PM 12: 22

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
15-41	2422	2001 Ford Taurus White	

Enter Information for Vehicles, Heavy Equipment, Trailers (Use Attachment if needed)			
Vehicle Tag Number	Year, Make Model	Vehicle Identification No.	Odometer Miles
161793	2001 Ford Taurus White	1FAPP52231A272173	

Other Information :

<p align="center"><b>Department / Location Approval</b></p> <p align="center"><i>Forms not properly signed or incomplete forms will be returned to the Department</i></p> <p><u>Kari Summers</u>                  Department Head Signature *      <u>8/16/16</u>                  Date</p> <p><small>* As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.</small></p>	<p align="center"><b>Board of County Commissioners Consent Agenda Approval</b></p> <p align="center">_____ Date</p> <p align="center"><small>Approval must be obtained before transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda.</small></p>
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**Office of the Clerk of Circuit Court**

Asset Tag# \_\_\_\_\_ Asset Record Updated \_\_\_\_\_ Copy Returned to Department \_\_\_\_\_

CONSENT  
 DATE 8/23/16 HS





# Gulf County Sheriff's Office

## Sheriff Mike Harrison

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

### Gulf County Sheriff's Office Vehicle Disclaimer

You have received as a donation from the Gulf County Sheriff's Office one vehicle:

VIN: 2G1WS551269284029

Year: 2006

Make: Chevrolet

Model: Impala

The vehicle in question is donated in an "as is" condition. The Gulf County Sheriff's Office does not warranty the vehicle it donates in any way, general or specific.

Before using the donated vehicle the Sheriff's Office strongly suggests that the vehicle be checked for defective brakes, tires, etc. No donated vehicle from the Gulf County Sheriff's Office has been inspected or repaired by the Sheriff's Office.

By accepting this vehicle, you agree to hold the Gulf County Sheriff's Office harmless for any damage caused by the vehicle after it is in your possession. The Sheriff's Office releases all rights, privileges and liabilities upon donation of said vehicle. The donee accepts all rights, responsibilities, privileges and liabilities upon acceptance of said vehicle.

The donee agrees to use the donated vehicle only for lawful purpose and within the boundaries of its designed use.

I have read and understand all of the provisions of this disclaimer.

DONEE SIGNATURE: [Signature] DATE: 5-10-16

PRINTED NAME: Michael L. Hammond

WITNESS SIGNATURE: [Signature] DATE: 5/10/16

PRINTED NAME: Tim Wood

5/12/16

Per Miss  
Farmer  
TO BE JAC vehicle  
M. Hammond  
to put  
on Bus  
5/10/16  
RW

**GULF COUNTY ASSET / INVENTORY ACTIVITY FORM**

Initiating Department: 16 IT

Check type of Activity below:

Asset Acquisition  
 Asset Purchase

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

Asset Donation

Donation From	Asset Description	Value

Improvement to Existing Asset

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

Asset Transfer To

Receiving Department -- Name TDC

Surplus (useable condition but no longer needed by Department)

Asset Disposal

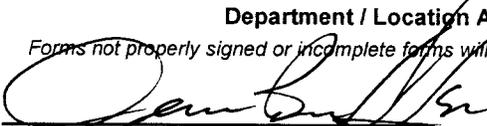
<input type="checkbox"/> Retired (check reason)	Retirement Reason:	<input type="checkbox"/> Obsolete / No longer needed
<input type="checkbox"/> Sold		<input type="checkbox"/> Non-Repairable
<input type="checkbox"/> Trade-in		<input type="checkbox"/> Repair Not Cost Effective
<input type="checkbox"/>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

FILED FOR PUBLIC RECORDS  
 CLERK OF CIRCUIT COURT  
 GULF COUNTY, FLORIDA  
 2016 AUG 16 PM 4:30

Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)			
Department/Location	Asset Tag #	Description	Serial Number
	16-55	Dell OptiPlex 780 Computer	2N4T3N1

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

Other Information : Billy Traylor

<p align="center"><b>Department / Location Approval</b></p> <p align="center"><i>Forms not properly signed or incomplete forms will be returned to the Department</i></p> <p align="center">               Department Head Signature *         </p> <p align="center">             Date <u>8-15-16</u> </p> <p align="center">* As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.</p>	<p align="center"><b>Board of County Commissioners Consent Agenda Approval</b></p> <p align="center">Date _____</p> <p align="center"><i>Approval must be obtained before transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda.</i></p>
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**Office of the Clerk of Circuit Court**

Asset Tag# \_\_\_\_\_ Asset Record Updated \_\_\_\_\_ Copy Returned to Department \_\_\_\_\_





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

MEMORANDUM

Date: Aug. 16, 2016

To: Board of County Commission

From: Mark Cothran, Director GCMC <sup>MC</sup>

Re: Disposition of Surplus Property

FILED FOR RECORDS  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12: 21

- \* 1. In compliance with Chapter 388.323 Florida Statutes, I recommend the following property be junked and removed off inventory:

Property Number	Description	Condition	Transfer Price
72-31	2011 SYX Computer VX8 107297432	Poor	\$100
70-614	2002 Chevy K1500 1GCEK14T52Z219027	Poor	\$5,000

- \* 2. After being offered to other mosquito control programs per F.S., I recommend advertising for sealed bids for the vehicle. In compliance with Chapter 388.323(3), all proceeds from the sale of this vehicle shall be deposited into the Mosquito Control State Fund Account 103.

8/23/16 MS

**GULF COUNTY ASSET / INVENTORY ACTIVITY FORM**

Initiating Department: Public Works

Check type of Activity below:

Asset Acquisition  
 Asset Purchase

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

Asset Donation

Donation From	Asset Description	Value

Improvement to Existing Asset

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

Asset Transfer To

Receiving Department -- Name \_\_\_\_\_

Surplus (useable condition but no longer needed by Department)

Asset Disposal

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

FILED FOR RECORD  
 REBECCA L MORRIS  
 CLERK OF CIRCUIT COURT  
 GULF COUNTY, FLORIDA  
 2016 AUG 17 PM 12: 21

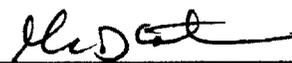
**Enter Information for Asset/Inventory Activity checked above (Use Attachment if needed)**

Department/Location	Asset Tag #	Description	Serial Number
Mosquito Control	72-31	2011 SYX Computer VX8	107297432

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

Vehicle Tag Number	Year, Make Model	Vehicle Identification No.	Odometer Miles
204164 / Asset# 70-614	2002 Chevy 4x4 K1500 Pickup	1GCEK14T52Z219027	196,412.0

Other Information :

<p align="center"><b>Department / Location Approval</b></p> <p align="center"><i>Forms not properly signed or incomplete forms will be returned to the Department</i></p> <p align="center">               _____              Department Head Signature *         </p> <p align="center">             * As Department Head/Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the county auditor during the annual audit of the Capital Assets.         </p>	<p align="center"><b>Board of County Commissioners Consent Agenda Approval</b></p> <p align="center">_____</p> <p align="center">Date</p> <p align="center"><i>Approval must be obtained before transferring, disposing, or accepting an asset. Submit the completed form to the Clerk's Office for inclusion in the Board's Consent Agenda.</i></p>
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**Office of the Clerk of Circuit Court**

Asset Tag# \_\_\_\_\_ Asset Record Updated \_\_\_\_\_ Copy Returned to Department \_\_\_\_\_

**GULF COUNTY ASSET / INVENTORY ACTIVITY FORM**

Initiating Department: Public Works

Check type of Activity below:

- Asset Acquisition
  - Asset Purchase
 

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

Donation From	Asset Description	Value
- Improvement to Existing Asset
 

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

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

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12: 21

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

Department/Location	Asset Tag #	Description	Serial Number
Public Works	70-502	Coats Tire Changer 5030	
Public Works	100-566	Coats Tire Changer SM915TI	26M0300263

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

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

Other Information :

**Department / Location Approval**

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

*Lee Collinsworth*  
Department Head Signature \*

8/16/16  
Date

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

**Board of County Commissioners  
Consent Agenda Approval**

\_\_\_\_\_  
Date

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

**Office of the Clerk of Circuit Court**

Asset Tag# \_\_\_\_\_ Asset Record Updated \_\_\_\_\_ Copy Returned to Department \_\_\_\_\_

8/23/16 AS



08/18/2016 08:44  
838eb1an

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
fama tmt

ASSET # 01557	MASTER ASSET	TIRE CHANGER	DESCRIPTION	AMM TIRE CHANGER
CLASS 40 MISC. EQUIPMENT	FUND SOURCE 11			
SUBCL 409 OTHER EQUIPMENT	ACQUIS METH A1 PURCHASE		MAINT CONT Y	INSURED N
COMMODITY			VENDOR DESC Vendor Name Mi	CARRIER
DEPT 70 PUBLIC WORKS/SO	ACQUIS DATE 09/01/1994		TYPE G	INSURED VAL 0.00
LOC CODE 70 PUBLIC WORKS/SO	ACQUIS COST 2,499.00		EXPIRE DATE	EXPIRE DATE 0.00
LOC MEMO BEARDEN	ACRES 0.000		ANNUAL COST	POLICY CST MEMO 0.00
ROOM	QTY 1			
STORAGE LOC	UNIT PRICE 2,499.00			
	PURCH MEMO ST.JOE AUTO PARTS CK#1			
STATUS A ACTIVE				
CONDITION E EXCELLENT	SOY BOOK 2,499.00		DEPRECIATE N	
CUSTODIAN PUBLIC WORKS/SOLID WA	CURRENT BOOK 2,499.00		DEPREC PRIN 0.00	
TITLEHOLDER	EST SALVAGE 0.00		FIRST YR/PR /00	LAST YR/PR /00
	REPL COST 2,499.00		EST LIFE 999	
TAG # 70-502	LAST INVENT 09/30/1998		PERIODS TAKEN 0	
SERIAL #	IMPROVE MEMO		ACCUM DEPREC 0	0.00
MANUFACTURER AMM AMM				
MODEL	RETIRE DATE			
MODEL YEAR	DISP CODE			
LICENSE #	DISP PRICE 0.00			
	SALE PRICE 0.00			
VEND # 189	PO #	DOCUMENT # 116536	INVOICE # 116536	INV DATE 09/30/1994
				INV AMT 2,499.00

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31511		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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08/18/2016 08:46  
838eb1an

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
famstmt

ASSET # 3319			MASTER ASSET		DESCRIPTION	MAXI SWING ARM TIRE CHANGER			
CLASS	40	MISC. EQUIPMENT	FUND SOURCE	13					
SUBCL	409	OTHER EQUIPMENT	ACQUIS METH	A1	PURCHASE				
COMMODITY						MAINT CONT	Y	INSURED	N
DEPT	100	ROAD DEPARTMENT	ACQUIS DATE		03/05/2006	VENDOR DESC	Vendor Name Mi	CARRIER	
LOC CODE	100	ROAD DEPARTMENT	ACQUIS COST		2,900.00	TYPE	G	INSURED VAL	0.00
LOC MEMO			ACRES		0.000	EXPIRE DATE		EXPIRE DATE	
ROOM			QTY	1		ANNUAL COST		POLICY CST	0.00
STORAGE LOC			UNIT PRICE		2,900.00	MEMO		MEMO	
			PURCH MEMO						
STATUS	A	ACTIVE							
CONDITION	E	EXCELLENT	SOY BOOK		2,900.00	DEPRECIATE	N		
CUSTODIAN		ROAD DEPARTMENT	CURRENT BOOK		2,900.00	DEPREC PRIN		0.00	
TITLEHOLDER		GULF BOCC	EST SALVAGE		0.00	FIRST YR/PR		LAST YR/PR	/00
			REPL COST		2,900.00	EST LIFE	7		
TAG #	100-566		LAST INVENT			PERIODS TAKEN	0		
SERIAL #	26M0300263		IMPROVE MEMO			ACCUM DEPREC		0.00	
MANUFACTURER	MAXI MAXI								
MODEL	SM915TI		RETIRE DATE						
MODEL YEAR			DISP CODE						
LICENSE #			DISP PRICE		0.00				
			SALE PRICE		0.00				
VEND #	PO #	DOCUMENT #	INVOICE #	INV DATE	INV AMT				
4925		0206-9	0206-9	02/17/2006	2,900.00				

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31513		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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08/18/2016 08:54  
838eb1an

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
famstmt

ASSET # 01671	MASTER ASSET	DESCRIPTION	TDM 6 X 16 UTILITY TRAILER
CLASS 42	ON-ROAD LICENSE	ADD'L DESC	PURCHASED BY RECY & EDUC GRANT #RE95-21
SUBCL 421	ON-ROAD TRAILER	FUND SOURCE	23
COMMODITY		ACQUIS METH	A1 PURCHASE
DEPT 75	WORK CREWS #1,2	MAINT CONT	Y
LOC CODE 75	WORKCREWS #1,2,	VENDOR DESC	Vendor Name Mi
LOC MEMO		TYPE	G
ROOM		EXPIRE DATE	
STORAGE LOC		ANNUAL COST	0.00
		MEMO	
		INSURED	N
		CARRIER	
		INSURED VAL	0.00
		EXPIRE DATE	
		POLICY CST	0.00
		MEMO	
		UNIT PRICE	1,160.00
		PURCH MEMO	NICHOLS TRAILER CO. CK
STATUS R	RETIRED	SOY BOOK	1,160.00
CONDITION E	EXCELLENT	CURRENT BOOK	0.00
CUSTODIAN	WORKCREW #4	EST SALVAGE	0.00
TITLEHOLDER		REPL COST	1,160.00
		LAST INVENT	09/30/1998
TAG # 75-30	MISSING	IMPROVE MEMO	
SERIAL #			
MANUFACTURER	NICHO NICHOLS	RETIRE DATE	06/24/2014
MODEL	TDM	DISP CODE	R1 JUNK BOCC
MODEL YEAR		DISP PRICE	0.00
LICENSE #		SALE PRICE	0.00
VEND # 1990	PO #	DOCUMENT # 13226	INVOICE # 13226
			INV DATE 09/29/1995
			INV AMT 1,160.00

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31523		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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08/18/2016 08:49  
838eb1an

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
famstmt

ASSET # 01669	MASTER ASSET	DESCRIPTION	TRAILER-1995 6 X 16 TDM UTILITY
CLASS 42 ON-ROAD LICENSE	ADD'L DESC	GRANT #WT95-21	
SUBCL 421 ON-ROAD TRAILER	FUND SOURCE 23		
COMMODITY	ACQUIS METH A1 PURCHASE	MAINT CONT Y	INSURED N
DEPT 75 WORK CREWS #1,2	ACQUIS DATE 09/01/1995	VENDOR DESC Vendor Name Mi	CARRIER
LOC CODE 75 WORKCREWS #1,2,	ACQUIS COST 1,160.00	TYPE G	INSURED VAL 0.00
LOC MEMO DIST #3	ACRES 0.000	EXPIRE DATE	EXPIRE DATE
ROOM	QTY 1	ANNUAL COST	POLICY CST 0.00
STORAGE LOC	UNIT PRICE 1,160.00	MEMO	MEMO
	PURCH MEMO NICHOLS TRAILER CO. CK		
STATUS A ACTIVE	SOY BOOK 1,160.00	DEPRECIATE N	
CONDITION E EXCELLENT	CURRENT BOOK 1,160.00	DEPREC PRIN	0.00
CUSTODIAN WORKCREW #4	EST SALVAGE 0.00	FIRST YR/PR	/00
TITLEHOLDER	REPL COST 1,160.00	EST LIFE 10	LAST YR/PR /00
TAG # 75-28	LAST INVENT 09/30/1998	PERIODS TAKEN 0	
SERIAL #	IMPROVE MEMO	ACCUM DEPREC	0.00
MANUFACTURER NICHOLS NICHOLS	RETIRE DATE		
MODEL TDM	DISP CODE		
MODEL YEAR	DISP PRICE 0.00		
LICENSE #	SALE PRICE 0.00		
VEND # 1990	PO #	DOCUMENT # 13226	INVOICE # 13226
			INV DATE 09/29/1995
			INV AMT 1,160.00

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31523		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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08/18/2016 08:53  
838ebian

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
famstmt

ASSET # 01670	MASTER ASSET	DESCRIPTION	TDM 6 X 16 UTILITY TRAILER
CLASS 42	ADD'L DESC	PURCHASE BY SMALL CO.SOLID WASTE GRANT #SC95-12	
SUBCL 421	FUND SOURCE 23		
COMMODITY	ACQUIS METH A1	PURCHASE	
DEPT 75	ACQUIS DATE 09/01/1995	MAINT CONT Y	INSURED N
LOC CODE 75	ACQUIS COST 1,160.00	VENDOR DESC Vendor Name Mi	CARRIER
LOC MEMO	ACRES 0.000	TYPE G	INSURED VAL 0.00
ROOM	QTY 1	EXPIRE DATE	EXPIRE DATE
STORAGE LOC	UNIT PRICE 1,160.00	ANNUAL COST	POLICY CST 0.00
	PURCH MEMO	MEMO	MEMO
STATUS R	RETIRE		
CONDITION E	EXCELLENT	DEPRECIATE N	
CUSTODIAN WORKCREW #4	SOY BOOK 1,160.00	DEPREC PRIN 0.00	
TITLEHOLDER	CURRENT BOOK 0.00	FIRST YR/PR /00	LAST YR/PR /00
	EST SALVAGE 0.00	EST LIFE 10	
TAG # 75-29	MISSING	PERIODS TAKEN 0	
SERIAL #	LAST INVENT 09/30/1998	ACCUM DEPREC 0.00	
MANUFACTURER NICHOL NICHOLS	IMPROVE MEMO		
MODEL TDM	RETIRE DATE 06/24/2014		
MODEL YEAR	DISP CODE R1	JUNK BOCC	
LICENSE #	DISP PRICE 0.00		
	SALE PRICE 0.00		
VEND # 1990	PO #	DOCUMENT # 13226	INVOICE # 13226
		INV DATE 09/29/1995	INV AMT 1,160.00

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31523		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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08/18/2016 08:55  
838eb1an

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
famstmt

ASSET # 3541	MASTER ASSET		DESCRIPTION		TRAILER-2006 6 X 16 ELITE BLACK UTILITY	
CLASS 42	ON-ROAD LICENSE	FUND SOURCE 23		MAINT CONT Y		INSURED N
SUBCL 421	ON-ROAD TRAILER	ACQUIS METH A1	PURCHASE	VENDOR DESC	Vendor Name Mi	CARRIER
COMMODITY				TYPE G		INSURED VAL
DEPT 75	WORK CREWS #1,2	ACQUIS DATE	09/30/2006	EXPIRE DATE		EXPIRE DATE
LOC CODE 75	WORKCREWS #1,2,	ACQUIS COST	1,550.00	ANNUAL COST	0.00	POLICY CST
LOC MEMO	WORKCREW #6	ACRES	0.000	MEMO		MEMO
ROOM		QTY	1			
STORAGE LOC		UNIT PRICE	1,550.00			
		PURCH MEMO	ROWLANDS WELDING CK#06			
STATUS A	ACTIVE			DEPRECIATE N		
CONDITION E	EXCELLENT	SOY BOOK	1,550.00	DEPREC PRIN	0.00	
CUSTODIAN	WORKCREW #6 - FLOATIN	CURRENT BOOK	1,550.00	FIRST YR/PR	/00	LAST YR/PR /00
TITLEHOLDER		EST SALVAGE	0.00	EST LIFE	5	
		REPL COST	1,550.00	PERIODS TAKEN	0	
TAG # 75-152		LAST INVENT		ACCUM DEPREC		0.00
SERIAL #	5THBV16266L000902	IMPROVE MEMO				
MANUFACTURER	ELITE ELITE					
MODEL	UTILITY	RETIRE DATE				
MODEL YEAR	2006	DISP CODE				
LICENSE #	213737	DISP PRICE	0.00			
		SALE PRICE	0.00			
VEND #	PO #	DOCUMENT #	INVOICE #	INV DATE	INV AMT	
251		099763	099763	09/28/2006	1,550.00	

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31511		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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08/18/2016 08:56  
838eb1an

GULF COUNTY BCC  
FIXED ASSET WORKSHEET

P 1  
famstnt

ASSET # 4252	MASTER ASSET	DESCRIPTION	TRAILER-2008 16' BLACK ELITE UTIL W/GATE
CLASS 42 ON-ROAD LICENSE	FUND SOURCE 23	MAINT CONT	Y
SUBCL 421 ON-ROAD TRAILER	ACQUIS METH A1 PURCHASE	VENDOR DESC	Vendor Name Mi
COMMODITY		TYPE	G
DEPT 75 WORK CREWS #1,2	ACQUIS DATE 09/26/2008	INSURED	N
LOC CODE 75 WORKCREWS #1,2	ACQUIS COST 1,650.00	CARRIER	
LOC MEMO	ACRES 0.000	INSURED VAL	0.00
ROOM	QTY 1	EXP. DATE	0.00
STORAGE LOC	UNIT PRICE 1,650.00	ANNUAL COST	0.00
	PURCH MEMO	MEMO	
STATUS A ACTIVE			
CONDITION E EXCELLENT	SOY BOOK 1,650.00	DEPRECIATE	Y
CUSTODIAN WORK CREW PRISON VARI	CURRENT BOOK 0.00	DEPREC PRIN	1,650.00
TITLEHOLDER G.C. BOCC	EST SALVAGE 0.00	FIRST YR/PR	2008/12
	REPL COST 1,650.00	EST LIFE	5
TAG # 75-163	LAST INVENT 09/26/2008	PERIODS TAKEN	60
SERIAL # 5THBU16248L002413	IMPROVE MEMO	ACCUM DEPREC	1,650.00
MANUFACTURER ELITE ELITE			
MODEL 16' TA W/G UTIL.	RETIRE DATE		
MODEL YEAR 2008	DISP CODE		
LICENSE # TB5533	DISP PRICE 0.00		
	SALE PRICE 0.00		
VEND #	PO #	DOCUMENT #	INVOICE #
			INV DATE
			INV AMT

G/L Accounts

TYPE	DESC	ORG	OBJ	PROJ	PERCENT
1	ASSET	GFAAG	40000		100.00
2	CONTRA	GFAAG	31511		100.00
5	DEPRECIATION EXPENSE	GFAAG	59000		100.00
6	ACCUMULATED DEPRECIATION	GFAAG	16790		100.00

PO Accounts

ORG	OBJ	PROJ	AMOUNT
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Memorandum

**To:** Gulf County Board of County Commissioners  
**From:** Economic Development Coalition Executive Director, Chris Holley  
**CC:** County Administrator, Don Butler  
**Date:** 8/17/2016  
**Re:** Gulf County Economic Development Coalition Expense and Business Development Policy

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Following a thorough review of current county policy and the permitted uses and funding associated with meals for hosting and business development of prospective county business clients, and after consulting with the County Attorney and County CFO, I submit this request for a departmental policy as follows:

EDC CLIENT DEVELOPMENT MEAL POLICY

The Gulf County Economic Development Coalition Executive Director is authorized by the Gulf County Commission for reimbursement with proper documentation and/or permissive spending of departmental budget funds for meals for he/she, direct staff working with the director and those business development prospects and or guests of the Executive Director. The Executive Director may purchase these meals only when the meal is an integral part of an official, county economic business development meeting and is substantiated by receipt(s). The meeting must have a direct relationship to the Executive Director and/or staff's job and within the scope of work for the business development as described in the post reporting for the event and meal. In no instance shall the amount reimbursed exceed (\$30.00 per lunch / \$50.00 per dinner) meal per person without prior written authority of the County Administration. Alcoholic beverages shall not be considered a reimbursable expense and are not a permitted purchase under this policy with budgeted funds. Tips are limited to 18% of the meal price, excluding alcohol.

Adopted in open session this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_ Date \_\_\_\_\_  
 Chairman of the Gulf County Board of County Commissioners

\_\_\_\_\_ Date \_\_\_\_\_  
 Attest to Chairman's signature: Clerk of Court

**PROCLAMATION  
LIBRARY CARD SIGN-UP MONTH 2016**

**WHEREAS**, the library card is the most important school supply of all; and

**WHEREAS**, libraries play an important role in the education and development of children;  
and

**WHEREAS**, library programs range broadly from getting every child ready to read and school preparedness, to homework help and building research skills, to access to financial aid resources; and

**WHEREAS**, Librarians offer digital and traditional literacy training to help students of all ages; and

**WHEREAS**, libraries continue to transform and expand their services in ways that meet the needs of the communities they serve; and

**WHEREAS**, a free library card is the most important school supply of all.

**NOW, THEREFORE**, be it resolved that the Gulf County Board of County Commissioners proclaim September, 2016 as Library Card Sign-Up Month and encourage everyone to sign up for their own library card today.

Signed on this 23<sup>rd</sup> day of August, 2016.

\_\_\_\_\_  
Ward McDaniel, Chairman

\_\_\_\_\_  
Carmen McLemore, Vice Chairman

\_\_\_\_\_  
Joanna Bryan

\_\_\_\_\_  
Sandy Quinn

\_\_\_\_\_  
Jerry Barnes

**81**  
UNSEEN  
DATE 8/23/16 HS



# GULF COUNTY TAX COLLECTOR

SHIRLEY J. JENKINS  
TAX COLLECTOR

Telephone: (850) 229-6116

Fax: (850) 229-9224

August 2, 2016

TO: Taxing Authorities

RE: Parcel # 06357-001R

The Department of Revenue has approved a request for refund on the above referenced parcel number. This property was double assessed with parcel number 06257-000R. Please see attached sheet for amount due. If you have any questions you may call this office at 850-229-5353.

Thank you,

Melissa Haun  
Gulf County Tax Collector's Office

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG -3 PM 2: 24

82  
8/23/16 KS

*Shirley J Jenkins, CFC*  
*Gulf County Tax Collector*  
*Refund from Taxing Authorities*

<u>Taxing Authority</u>	<u>Tax Year</u>	<u>Refund Amt</u>	<u>Interest</u>
Gulf County BOCC	2015	1,499.92	74.99
FZ	2015	103.53	5.18
		<u>1,603.45</u>	<u>80.17</u>
Total		1,683.62	



# GULF COUNTY TAX COLLECTOR

SHIRLEY J. JENKINS  
TAX COLLECTOR

Telephone: (850) 229-6116

Fax: (850) 229-9224

August 2, 2016

TO: Taxing Authorities

RE: Parcel # 02100-000R

The Department of Revenue has approved a request for refund on the above referenced parcel number. This parcel is a non-taxable entity. Please see attached sheet for amount due. If you have any questions you may call this office at 850-229-5353.

Thank you,

Melissa Haun  
Gulf County Tax Collector's Office

FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG - 3 PM 2: 24

CONSENT  
DATE: 8/5/16 HS

*Shirley J Jenkins, CFC  
Gulf County Tax Collector  
Refund from Taxing Authorities*

<u>Taxing Authority</u>	<u>Tax Year</u>	<u>Refund Amt</u>	<u>Interest</u>
Gulf County BOCC	2015	246.33	12.32
Total		258.65	



# GULF COUNTY TAX COLLECTOR

SHIRLEY J. JENKINS  
TAX COLLECTOR

Telephone: (850) 229-6116

Fax: (850) 229-9224

August 2, 2016

TO: Taxing Authorities

RE: Parcel # 04273-225R

The Department of Revenue has approved a request for refund on the above referenced parcel number. Exemptions were removed in error. Please see attached sheet for amount due. If you have any questions you may call this office at 850-229-5353.

Thank you,

Melissa Haun  
Gulf County Tax Collector's Office

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG -3 PM 2:24

CONST  
DATE 8/23/16 KS

*Shirley J Jenkins, CFC*  
*Gulf County Tax Collector*  
*Refund from Taxing Authorities*

<u>Taxing Authority</u>	<u>Tax Year</u>	<u>Refund Amt</u>	<u>Interest</u>
Gulf County BOCC	2015	816.88	40.84
FZ	2015	56.38	2.82
		<u>873.26</u>	<u>43.66</u>
Total		916.92	



# GULF COUNTY TAX COLLECTOR

SHIRLEY J. JENKINS  
TAX COLLECTOR

Telephone: (850) 229-6116

Fax: (850) 229-9224

August 2, 2016

TO: Taxing Authorities

RE: Parcel # 06357-002R

The Department of Revenue has approved a request for refund on the above referenced parcel number. This property was double assessed with parcel number 06257-000R. Please see attached sheet for amount due. If you have any questions you may call this office at 850-229-5353.

Thank you,

Melissa Haun  
Gulf County Tax Collector's Office

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG - 3 PM 2: 24

*Shirley J Jenkins, CFC  
Gulf County Tax Collector  
Refund from Taxing Authorities*

<u>Taxing Authority</u>	<u>Tax Year</u>	<u>Refund Amt</u>	<u>Interest</u>
Gulf County BOCC	2015	1,499.92	74.99
FZ	2015	103.53	5.18
		<u>1,603.45</u>	<u>80.17</u>
Total		1,683.62	



# GULF COUNTY TAX COLLECTOR

SHIRLEY J. JENKINS  
TAX COLLECTOR

Telephone: (850) 229-6116

Fax: (850) 229-9224

August 8, 2016

TO: Taxing Authorities

RE: Parcel # 01050-095R

The Tax Collector's Office has approved a refund on the above referenced parcel. A tax certificate was issued on the 2015 property taxes in error. Please see attached sheet for the amount due. If you have any questions you may call this office at 850-229-5353.

Thank You,

Melissa Haun  
Gulf County Tax Collector's Office

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG - 8 PM 1:23

CONSENT **90**  
DATE 8/23/16 HS

*Shirley J Jenkins, CFC*  
*Gulf County Tax Collector*  
*Refund from Taxing Authorities*

Taxing Authority	Tax Year	Refund Amt	Interest
Gulf County BOCC	2015	263.96	13.2
FZ	2015	18.22	0.91
		282.18	14.11
 Total		 296.29	



5230 West Highway 98 Panama City FL 32401  
P: 850.913.3285 F: 850.913.3269  
careersourcegc.com

July 21, 2016

Mr. Donald Butler  
1000 Cecil C. Costin Sr. Blvd.  
Room 302  
Port St. Joe, FL 32456

Dear Mr. Butler:

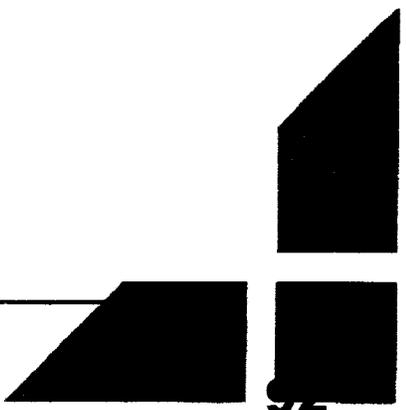
Please find attached our budget and ITA waiver signature sheet which we are requesting approval of by the Gulf County BOCC at the August 23, 2016 board meeting. State law requires that both of these items be approved by our respective county commissions in the workforce area that we serve.

Thank for your continued support.

Sincerely,

Kimberly L. Bodine  
Executive Director

FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:08



8/23/16 LL



5230 West Highway 98 Panama City FL 32401  
 P: 850.913.3285 F: 850.913.3269

**CareerSource Gulf Coast 2016-2017 Budget**

Admin Salaries/Benefits	232,366
Operational Expenses	127,961
Direct Svcs Salary/Benefits	991,283
Direct Services	720,223
One Stop Lease	229,994
One Stop Operational	61,349
Contracted to Service Providers	964,065
<b>Total</b>	<b>3,327,241</b>

Prior Year Comparison:

2015-2016	2016-2017		
Beginning Budget	Beginning Budget	Increase/(Decrease)	Percentage
4,592,347	3,327,241	(1,265,106)	-28%

Law requires that 50% of WIOA Adult and Dislocated (estimated at 552,388) must be used on tuition, books, training case management, and training program management. The above Direct Services line contains 32% of the WIOA Adult and Dislocated Worker allocation including estimated carryforward.

**A waiver request to 30% is recommended.**

As required by law, no more than 10% of our budget that can be spent on Admin expenses.

Salaries/Benefits include 20 full-time, 1 PT, & 11 seasonal positions, FICA, Retirement, Health & Life Insurance, and Compensated Absences. Some of the salary/benefit category will include Admin expenses.

Operational Expenses include supplies, equipment, phone, internet, cell phone, postage, maintenance/repair, travel, meeting expenses, insurance (directors & officers liability), printing, audit fees, software, copier leases, dues/memberships, professional development, subscriptions, advertising, legal/professional/temp services. Some of the operational expense category will include Admin expenses.

Direct Services include Tuition, books, food, food related, participant travel, supportive services, lease/rent, supplies, equipment, phone, internet, cell phone, postage, maintenance/repair, fees, printing, subscriptions, travel, meeting expenses, insurance (participant/liability/property/flood/auto), advertising, utilities, dues/memberships, software, copier leases, professional development, legal/professional/temp services.

One Stop Lease includes lease of CareerSource Gulf Coast Job Center (utilities included)

One Stop Operational includes supplies, equipment, phone, internet, cell phone, maintenance/repair, travel, meeting expenses, insurance (liability/property/flood), legal/professional services, dues/memberships, software, copier leases, postage meter rent, advertising.

Contracted to Service Providers includes

Gulf Coast State College	484,637	One-Stop Operator
Royal American Management	287,000	Welfare Transition, SNAP E & T
Gulf Coast State College	192,428	Out of School Youth Program
	<u>964,065</u>	



5230 West Highway 98 Panama City FL 32401  
P: 850.913.3285 F: 850.913.3269  
careersourcegc.com

To the Attention of Budget Review  
CareerSource Florida, Inc.  
1580 Waldo Palmer Lane – Ste. 1  
Tallahassee, FL 32308

This budget and permission to request an ITA waiver has been approved by the designated chief elected official of Workforce Region 4 – Gulf County and the chair of Regional Workforce Board 4 on:

\_\_\_\_\_ (date).

\_\_\_\_\_  
Signature – Chief Elected Official, Gulf County Board of Commissioners

Printed Name: Ward McDaniel

\_\_\_\_\_  
Signature – Board Chair, CareerSource Gulf Coast (RWB04)

Printed Name: John Reeves

\_\_\_\_\_  
Signature – Executive Director, CareerSource Gulf Coast (RWB04)

Printed Name: Kimberly L. Bodine

Contact Name and phone number for questions related to submitted budget: Deb Blair, Finance Director  
CareerSource Gulf Coast  
850-913-3285





# **Gulf County Sheriff's Office**

## **Sheriff Mike Harrison**

1000 Cecil G. Costin Sr. Blvd. • Port St. Joe, Florida 32456 • [www.gulfsheriff.com](http://www.gulfsheriff.com)  
850-227-1115 • 850-639-5717 • Fax 850-227-2097

August 4, 2016

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

Dear Becky:

We are requesting Beach Patrol Funds in the amount of \$5,693.43 for June 6, 2016 through July 3, 2016 paid on July 8, 2016. This is to pay for salaries, taxes and benefits and fuel related to Beach Patrol for June 2016. Attached is support for the amount requested. Please make the check payable to Gulf County Sheriff's Office.

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

Sincerely,

*Mike Harrison*

Mike Harrison  
Gulf County Sheriff

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12: 23

Beach Funds available as of 8/15/16 *see*

95  
CONSENT  
DATE 8/23/16 HS



# ***Gulf County Sheriff's Office***

## ***Sheriff Mike Harrison***

1000 Cecil G. Costin Sr. Blvd. • Port St. Joe, Florida 32456 • [www.gulfsheriff.com](http://www.gulfsheriff.com)  
850-227-1115 • 850-639-5717 • Fax 850-227-2097

August 9, 2016

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

Dear Becky:

We are requesting Beach Patrol Funds in the amount of \$3,313.24 for July 2016. This is to pay for salaries, taxes and benefits and fuel related to Beach Patrol for July 2016. Attached is support for the amount requested. Please make the check payable to Gulf County Sheriff's Office.

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

Sincerely,

*Mike Harrison*

Mike Harrison  
Gulf County Sheriff

FILED FOR RECORD  
REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG -9 AM 10: 25

96  
DATE 8/23/16 HS

Beach Funds available as of 8/17/16



# GULF COUNTY TAX COLLECTOR

SHIRLEY J. JENKINS, CFC  
TAX COLLECTOR  
sjjgulfcotxcoll@gulfcounty-fl.gov

**Port St. Joe Office**

1000 Cecil G. Costin Sr Blvd Rm 100  
Port St. Joe, FL 32456  
Telephone: (850) 229-6116 / 229-6652  
Fax: (850) 229-9224

**Wewahitchka Office**

P.O. Box 681  
Wewahitchka, FL 32465  
Telephone: (850) 639-2655  
Fax: (850) 639-6977

**To: The board Of Gulf county Commissioners**

**From: Shirley J. Jenkins Tax collector, CFC** *Shirley Jenkins*

**Date: July 20, 2016**

**Subject: Advertising Unsold County Certificates**  
.....

**Requesting \$871.08 for 2015 unsold county certificates.**

FILED FOR RECORD  
REBECCA L. JOHNS  
CLERK OF SUPERIOR COURT  
GULF COUNTY, FLORIDA  
16 JUL 21 AM 9:49

INDEXED  
8/23/16 KS

SHIRLEY J JENKINS, CFC  
GULF COUNTY TAX COLLECTOR  
ADVERTISING

2015 Taxes

Paid from Fee Account

Personal Property	21.75
Bankruptcy Real Property	0.00
E & I (from PA)	<u>34.77</u>
Total Due	56.52

Paid By County

County Certificates	871.08
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GULF COUNTY BOARD OF COMMISSIONERS PUBLIC SPEAKING FORM

Any citizen shall be entitled to be placed on the official agenda of a regular meeting of the Commission and or be heard during the public comment period of a Commission meeting when recognized by the Chairman within the scope of the Commission's jurisdiction through the adopted Public Speaking Form.

To make a public speaking request and placed on the agenda, please fill out and submit this form and return to the Gulf County Administration, Room 302, Robert Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456 prior to 12:00 p.m. the Tuesday before the noticed Commission meeting date. Back-up materials, if any, must be included with the original Public Speaking Form in order to allow the Board an opportunity to review the material before the discussion.

Appearance before the Board of County Commissioners is limited to (individual) THREE minutes or (group) FIVE minutes in accordance with the Gulf County Public Speaking Ordinance. You will be provided an opportunity to speak only when recognized by the Chairman of the Board of Commissioners. All public comment shall be held in strict accordance with the Gulf County Public Speaking Ordinance 2013-07 as well as the adopted Gulf County Pledge of Civility.

FILED FOR RECORD  
REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2016 AUG 17 PM 12:06

NAME OF SPEAKER OR GROUP: <u>Opportunity Florida</u>	DATE OF REQUEST: <u>8/23/16</u>
------------------------------------------------------	---------------------------------

NAME OF PERSON REPRESENTING: GROUP: <u>Antonio Jefferson</u> <u>Opportunity Florida</u> <u>Board Chairman</u>	ADDRESS: <u>4636 HWY 90, Ste K</u> <u>Marianna, FL 32446</u>	PHONE NUMBER: <u>850-633-4118 (Susan Estes)</u> EMAIL ADDRESS: <u>susane@opportunityflorida.com</u>
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Please indicate (X) how you prefer to be contacted. Mailing Address  Email

SUBJECT YOU WISH TO DISCUSS: Mr. Jefferson would like to introduce himself to the commissioners & determine on Opportunity Florida, a

Use this space for any explanatory comments you feel necessary

HAVE YOU EVER CONTACTED ANYONE IN COUNTY GOVERNMENT IN REGARD TO THIS SUBJECT?

YES  NO

IF SO, WHO? \_\_\_\_\_

WHEN? \_\_\_\_\_

WHAT WAS THE OUTCOME? \_\_\_\_\_

2016 JUN 27 PM 3:06  
BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY

By signing this public speaking form, I hereby swear and affirm that all of my comments and testimony provided by me is the truth and nothing but the truth and I have reviewed and will strictly abide by the Gulf County Public Speaking Ordinance. Further, I shall only speak when recognized by the Chairman and strictly address all my comments to the Chairman of the County Commission as well as take direction, questions, and further comment directly from the Chair.

X Antonio Jefferson

FORM COMPLETED BY ADMIN. OFFICE ONLY	DATE SUBMITTED: _____	SPEAKER TO BE HEARD DATE: _____
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2016 JUN 27 PM 3:06  
8/23/16 KS



### GULF COUNTY BOARD OF COMMISSIONERS PUBLIC SPEAKING FORM

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NAME OF SPEAKER OR GROUP: MARK KNAPKE DEP Rec + Parks	DATE OF REQUEST: Aug. 23 2016
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NAME OF PERSON REPRESENTING GROUP: MARK KNAPKE	ADDRESS: St. Joseph Peninsula State Park 3299 Cape San Blas Road Port St. Joe, FL 32456	PHONE NUMBER: 850-227-1327 EMAIL ADDRESS: MARK.KNAPKE@DEP.STATE.FL.US
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Please indicate (X) how you prefer to be contacted: Mailing Address  Email

SUBJECT YOU WISH TO DISCUSS: FRDAP AWARD presentation check
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Use this space for any explanatory comments you feel necessary.  
\$50,000 DEAD LAKES Park Phase II - playground picnic facilities, camping area  
\$50,000 Honeyville Park phase II - NEW SOFTBALL FIELD NEW BATTING CAGES

HAVE YOU EVER CONTACTED ANYONE IN COUNTY GOVERNMENT IN REGARD TO THIS SUBJECT? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FILED FOR RECORD REBECCA L. MORRIS CLERK OF CIRCUIT COURT GULF COUNTY, FLORIDA 2016 AUG 17 PM 12:01
IF SO, WHO? City of Port St. Joe, City of Mexico Beach	
WHEN? 2015	
WHAT WAS THE OUTCOME? presentations made FRDAP awards	

By signing this public speaking form, I hereby swear and affirm that all of my comments and testimony provided by me are the truth and nothing but the truth, and I have reviewed and will strictly abide by the Gulf County Public Speaking Ordinance. Further, I shall only speak when recognized by the Chairman and strictly address all my comments to the Chairman of the County Commission as well as take direction, questions and further comment directly from the Chair.

X *Mark Knapke*

TO BE COMPLETED BY ADMIN OFFICE ONLY	DATE SPEAKER SCHEDULED	SPEAKER NOTIFIED? INITIALS
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CONSENT DATE 8/23/16 KS

## PUBLIC NOTICE

**A Public Hearing will be held before the Gulf County Planning and Development Review Board (PDRB) on Monday, August 15th, 2016 at 8:45 a.m. EST and thereafter a quasi-judicial hearing before the Gulf County Board of County Commissioners (BOCC) meeting on Tuesday, August 23rd, 2016 at 9:00 a.m. EST. Both the public hearing and the quasi-judicial hearing will be held in the Gulf County BOCC Meeting Room at the Robert M. Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida. The public hearing before the PDRB will be to discuss, review, and submit recommendation to the BOCC on the following:**

1. Small Scale Map Amendment – Gulf County School Board – Parcel ID #04272-000R - Sections 26, Township 7 South, Range 11 West – Corner of Hwy 98 and Red Fish St. (Highland View) – Request for land use designation change of 7.92 Acres from Public Use to Mixed Commercial/Residential Use. (SECOND PUBLIC HEARING)
2. Variance Request – David & Kendra Cowart – Parcel ID #03774-060R – Section 31, Township 6, Range 11 – Beacon Hill/Hwy 98 (gulf front) – Requesting a 20-foot variance into the 30-foot roadside building setbacks of the parcel to allow for DEP permitting.
3. Variance Request – Bay Wash of Port St. Joe – Parcel ID #06144-000R – Section 13, Township 8 South, Range 11 West – corner lot on Oak Grove Avenue – Requesting a 12.5 foot variance into the 20 foot roadside setback requirement on Oak Grove Avenue.
4. Minor Subdivision Preliminary Plat – Deseret Ranches of North FL, LLC – Parcel ID #03292-000R – Located in Sections 13, 14, 23, and 24, Township 4 South, Range 11 West – Jarrott Daniels Road approximately 1-mile South of Hwy 22 – 33 Lot subdivision consisting of 45 Total Units over 127.50 Acres
5. Public comment and open discussion

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

Pursuant to 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.

Americans with Disabilities Act

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the County at least 3 days before the workshop/meeting/hearing by contacting: County Administrators Office at (850) 229-6106. If you are hearing or speech impaired, please contact Gulf County by utilizing and making the necessary arrangements with the Florida Coordination Council for the Deaf and Hard of Hearing at 866-602-3275.

*Administrative information provided below and not part of notice content:*

Date: July 21, 2016  
Ad Date: July 26, 2016  
Ad #2016-50

Posting per request and direction of County Planning: Public posting in the News Herald. Gulf County Courthouse. Gulf County Administration Building entrance. Gulf County Commission Website all before or on the dates provided for publication and notice.