

Board of County Commissioners

Jefferson County, Florida

Stephen G. Fulford District 1	Eugene C. Hall District 2	Hines F. Boyd District 3	Felix "Skeet" Joyner District 4	Danny Monroe, III District 5, Chair
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Regular Session Agenda (Revised)

January 21, 2010 at the Courthouse Annex

435 W. Walnut St. Monticello, FL 32344

- 1. 6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
 - a) Minutes – January 7, 2010 Regular Session**
- 4. Citizens Request & Input on Non-Agenda Items**

(3 Minute Limit, No Commissioner Discussion. Questions, comments and concerns regarding county issues, officials, and staff may be made here. Requests or input may become a Citizen's forum or future agenda item as warranted.)
- 5. PUBLIC HEARING**

ORD. No. 2010-012110-01 ECONOMIC DEVELOPMENT INCENTIVES
- 6. General Business**
 - a) Air Methods Update – Julie Conley**
 - b) Nash, Dills and NRCS Update – Frank Darabi**
 - c) Quitclaim of Easement in Wacissa – Attorney Bird**
 - d) Discussion of Prison Crews at Road Dept.**
 - e) Discussion of General Engineering RFQ**
 - f) Discussion of Landfill RFQ**
 - g) Discussion of Landfill RFP**
- 7. County Coordinator's Report**
 - a) Department Head Reports**
 - b) Discussion of County Grants Department**
- 8. Citizen's Forum**

(3 Minute Limit, Discussion Allowed. Questions, comments and concerns regarding county issues, officials and staff may be made here.)
- 9. Commissioner Discussion Items**

10. Adjourn

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that 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 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.

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
January 7, 2010

The Board met this date in Regular Session. Present were Chairman Danny Monroe, Commissioners Hines Boyd, Stephen Fulford, Felix "Skeet" Joyner and Eugene Hall, County Coordinator Roy Schleicher, Clerk of Court Kirk Reams, and County Attorney Buck Bird.

1. On motion by Commissioner Fulford, seconded by Commissioner Hall and unanimously carried, the consent agenda consisting of the minutes from the December 17th regular session was approved.
2. Citizen Dick Bailar announced the Legislative Delegation Meeting for January 20th at 6:00 p.m. at the Courthouse Annex.
3. On motion by Commissioner Fulford, seconded by Commissioner Boyd and unanimously carried, Resolution No. 2010-010710-01, the Florida EMS Grant Program was approved.
4. Clerk of Court Kirk Reams announced that he and County Engineer Frank Darabi met with the Florida Department of Transportation District Secretary concerning Dills Road and the secretary approved the use of surplus budgeted funds for the widening of this road. On motion by Commissioner Hall, seconded by Commissioner Fulford and unanimously carried, the decision to use the budgeted surplus funds for Dills Road widening was approved.
5. County Coordinator Roy Schleicher presented his report consisting of the results of the landfill RFP and an update on the Industrial Park.
6. Commissioner Joyner stated he wanted to assess the RFP's after the interviews for the RFQ. Commissioner Boyd wanted to tentatively adopt RAI's proposal pending review from county staff and input by commissioners. Commissioner Monroe stated he was uncomfortable making a decision at this time and expressed concern over possible repairs and the insurance supplement. Commissioner Joyner stated he did not want to place any additional work on the Road Department for the maintenance and recommended using Darabi for the groundwater and gas monitoring and Preble-Rish for the maintenance. Commissioner Boyd stated he would rather have one engineer do it all. Commissioner Hall stated he has had a good experience with Darabi in the past and was not familiar with the others and he would like to see Darabi get part of the work.
7. County Coordinator Roy Schleicher reminded the Commissioners that this RFQ was for providing technical support for the engineer selected through the RFQ process. Commissioner Boyd stated his desire to cancel the RFQ because an engineer supervising another engineer is just an extra bill to pay. He also stated that Darabi has been paid well to help us over the years and that it was time to move on. Commissioner Monroe stated that the Board could look at how much Darabi was paid, but might not be aware of how much he saved the County over the years. Former Commissioner Benny Bishop stated that DEP can be difficult to work with and that whoever works with them should have the ability to help save money. County Coordinator Roy Schleicher stated that the RFPs do not include the actual engineering work and fees associated with the work. Citizen Chuck Sarkisian stated that the firm selected through the RFQ process should analyze the RFP and that there was no rush. Commissioner Joyner stated he would not be comfortable until the Board interviewed the companies.

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

8. Commissioner Fulford made a motion to which Commissioner Joyner seconded, recommending going through with the RFQ interviews next week and having a workshop before the next meeting with including Preble-Rish as an interview for the RFQ. Attorney Bird stated that firms cannot be added to the list for RFQ at this time.
9. On motion by Commissioner Fulford, seconded by Commissioner Joyner and unanimously carried, the decision to go through with the RFQ interviews and scheduling the RFPs for next week was approved. The RFP interviews were set for Thursday, January 14th at 9:00 a.m. at the Jefferson County Courthouse Annex.
10. Commissioner Fulford updated the Board on the Air Methods agreement at the Industrial Park. He stated that all Air Methods had committed was \$40,000 to the project. Economic Development Director Julie Conley said the extra costs involved were for storm water and site prep work and that Air Methods did not consider storm water its obligation, to which Mrs. Conley agreed. Commissioner Monroe recommended continuing negotiations and to bring back a proposal at the next regular meeting.
11. Attorney Bird spoke of quit-claiming a 30 foot easement in Wacissa along Highway 259 and asked that it be placed on the agenda for the next meeting.
12. Commissioner Fulford asked about the progress on the grievance at the library to which Mr. Schleicher said that progress was being made and that Attorney Bird had located a qualified mediator.
13. Commissioner Monroe stated that the NRCS projects were proceeding and asked that a letter of thanks be written to Elwyn Cooper at NRCS.
14. The warrant register was reviewed and bills ordered paid.
15. On motion by Commissioner Joyner, seconded by Commissioner Boyd, and unanimously carried, the meeting was adjourned.

Attest: _____
Clerk

Chairman

ORDINANCE NO. 2010-012110-01

AN ORDINANCE CREATING THE ECONOMIC DEVELOPMENT FUND TO BE USED TO INDUCE BUSINESS DEVELOPMENT WITHIN JEFFERSON COUNTY; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR THE SOURCE AND USE OF FUNDS; PROVIDING FOR APPLICATION AND REVIEW PROCEDURES; PROVIDING FOR GRANT AGREEMENTS, AUDITS AND ANNUAL REPORTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS Jefferson County wishes to initiate an aggressive economic development program to diversity the local economy, provide for protection against economic recession and downturns, and create quality jobs for its residents; and

WHEREAS the establishment of the Economic Development Fund is necessary for Jefferson County to become competitive in attracting industries and businesses to the County and to provide incentives to existing industries and businesses that need assistance in expanding and creating new, quality jobs.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA:

SECTION 1. FUND AUTHORIZED AND ESTABLISHED.

The Board of County Commissioners (the "Board") hereby creates a separate fund to be known and designated as the Economic Development Fund. The Economic Development Fund will be funded through appropriations from General Revenue, or other proper sources, and through additional funding as may be authorized by the Board.

SECTION 2. USE OF FUNDS.

Grants from the Economic Development Fund shall be made for the purpose of, among other things, promoting and fostering the economic development of Jefferson County, inducing additional investment through a new location or expansion of any industry of business, and bringing additional year-round

payrolls to supplement the present economy. Such uses and purposes are hereby declared to be a County purpose.

SECTION 3. AMOUNT OF GRANT.

The availability and amount of grants from the Economic Development Fund shall be decided on a case-by-case basis by the Board based on the fund balance, the proposed use of the funds and other considerations deemed appropriate by the Board. Generally, the incentives will be based on job development and capital investment. An outline of types and amounts of incentives is attached as Exhibit "A", and is intended to be a basis for discussion. The Board shall have final discretion in the awarding of funds.

SECTION 4. POWERS OF BOARD WITH RESPECT TO FUND.

The Board may spend monies from the Economic Development fund directly or indirectly; and the Board may, at its discretion, make available all or part of such funds to the Jefferson County Economic Development Council, Inc., to be used by such Council solely for the purposes set forth in this ordinance and subject to such supervision, accounting and regulation as the Board may impose.

SECTION 5. GRANT APPLICATIONS.

Any business relocating to, or expanding within, Jefferson County may make application, on a form approved by the Board. Said grant application shall be submitted to the Jefferson County Economic Development Council, Inc., which is designated as the County's economic development representative. Applicants to the program must be recommended by the Jefferson County Economic Development Council to the Board, and the Board must approve the application. The Jefferson County Economic Development Council should consult with the Clerk of Court, Property Appraiser and other county departments to determine the availability of funds, to verify taxable values and to otherwise evaluate the application.

The Jefferson County Economic Development Council, Inc. shall provide the Board with quarterly reports detailing new jobs created and an analysis of the performance of the program.

SECTION 6. GRANT AGREEMENTS.

Each successful applicant shall execute a grant agreement approved by the Board, which shall include but not be limited to criteria and time frames for carrying out the grant requirements. Failure to comply with requirements of the grant agreement shall be considered a default and will result in the forfeiture of all funds paid to the grantee.

SECTION 7. RECORDS AND REPORTS.

Each grantee shall, in addition to other requirements in the grant agreement, document the use of funds and certify that funds have been expended in accordance with the grant agreement; create and maintain records of new jobs created; and supply to the Board all records relating to the grant on an annual basis. For a period of five (5) years after execution of the grant agreement, the grantee must provide the Board with an annual status report of its business operations and must maintain all such records for five (5) years after termination of the grant.

SECTION 8. SEVERABILITY.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, it is the intent of the Board that such holding shall not affect any other provision of the Ordinance that may be given effect without the invalid provision or application and, to this end, the provisions of this Ordinance are declared severable.

SECTION 9. EFFECTIVE DATE.

The effective date of this ordinance shall be the date on which it is accepted by and filed with the Office of Secretary of State, State of Florida.

PASSED AND APPROVED IN OPEN SESSION THIS ____ DAY OF _____, 2010.

**BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, FLORIDA**

ATTEST:

KIRK BRADLEY REAMS
Clerk of Circuit Court

BY: _____
DANNY MONROE, III
Chairman

JOB DEVELOPMENT INCENTIVES

1. To be eligible the applicant must create no less than five new, quality jobs. This applies to new and expanding businesses. The jobs must be created within 24 months of execution of the grant agreement.
2. Quality jobs are full-time jobs that:
 - Provide individual wages equal to or exceeding 70% of the Jefferson County average wage. (NOTE: In 2007, the Jefferson County average wage was \$29,211. The 70% adjustment equals \$20,447 or \$9.83/hr.)
 - Provide full-time, year-round employment for 90% of the total payroll.
 - Provide monetary employer-paid benefits equal to at least 20% of the adjusted annual salary. This may include health/life insurance, retirement, or other employee benefits.
3. Job development incentive amounts are not cumulative and are based on the Jefferson County adjusted wage, as produced by the Jefferson County Economic Development Council, as follows:

\$500 for each quality job with a salary equal to or greater than the Jefferson County adjusted wage.

\$1000 for each quality job with a salary equal to or greater than the Jefferson County average wage.

\$2000 for each quality job with a salary equal to or greater than the Jefferson County average wage, plus 15%.

CAPITAL INCENTIVES

1. Capital incentives shall be based on specified levels of capital investment in Jefferson County. Capital investments are defined as buildings, fixtures and improvements to real property and personal tangible property, specifically excluding inventory.
2. The rate for capital incentives is \$1000 per \$100,000 of real and personal tangible property value added to the tax roll. The incentives are available for a three-year period after verification that the additional value has been added to the tax roll.
3. The maximum capital incentive grant per applicant is \$50,000.

METHOD OF PAYMENT

1. Job development incentives may be provided in the form of off-sets or direct payments. In cases where an applicant will incur permitting or development fees, utility connection fees or similar fees, the incentive will be paid in the form of an off-set against sums owed to the County. If the applicant will not incur such fees, the incentive will be paid in cash to the applicant. Verification of the applicant's quarterly payroll records (941 Forms) will be required prior to payment.
2. Capital improvement incentives shall be paid in the form of ad valorem tax credits, after verification of added value to the tax rolls.

Jefferson County Road Department

MEMO:

Date: January 13, 2010

To: Mr. Chris Landrum

From: Mr. David Harvey, Road Superintendent

Subject: Prison Crew

I am writing you this memo in reference to the prison crew cutting private cemeteries. The crew has always done it in the past under proscriptive easement. It will become a financial burden upon the county if this cannot continue.

I do feel that your order to stop the cutting of cemeteries needs to be presented to the County Commission from your Department. If I can be of assistance to you please call me at 850-997-2036.

Thank you,

David Harvey
Jefferson County Road Superintendent

David Harvey

JEFFERSON COUNTY PUBLIC LIBRARY

Serving Historical Jefferson County, FL

MONTHLY REPORT

Dec 1-31, 2009

Serafin Roldan, Ph.D., Director

Presentation.

Please refer to the monthly report of November, 2009 for overlapping information. The present report concerns the period of December 1-31, 2009. During the month of December, the Library received the notice from the State Library that the grant for 2009 - 2010 had been granted and awarded to the Jefferson County Public Library for State-Aid amounting to \$111,683. Our local county budget is approximately \$160,500 with a grand total combined of \$272,183. The information from staff members' reports have been summarized below.

Director's Note.

- The Library's website continues to be updated every week, adding or revising data and information which has been presented.
- The Digital History Project, coordinated by Natalie Binder, is in its phase of development. There are three basic digital formats that we plan to pursue, e.g., images, e-documents, and audio documents with transcriptions (pdf). There is also the possibility of uploading small videos from local interviews. A project of this magnitude cuts across three disciplines, i.e., local history, folklore, and oral literature.
- Various e-books (classical fiction mostly) have been put on the website for rapid download by library patrons, especially middle and high school students.
- The Christmas Dinner was a complete success. We fed about 100 people, and everybody had fun eating good food bought and also
- The JCPL Newsletter, volume 2, issue 1, 2010, has been printed and uploaded to the website.
- The Library's Bookstore is now opened and fully functional on Wednesdays from 10:00 a.m. to 3:00 p.m. and Saturdays from 10:00 a.m. to 3:00 p.m.
- Continuation of revision of by-laws by the Library Advisory Board. The Director highly suggests that board members of the Advisory Group should not form part of the board members of the Friends of the Library since a conflict of interest may ensue. Sandy Newell from the State Library has acknowledged this same position.
- Inventory will be re-scheduled for sometime in mid January, 2010.
- The Library has recently bought a professional, ceiling-mounted widescreen projector and a motorized widescreen and various other machines for different kinds of library and community presentations.
- New JCPL website url: <http://co.jefferson.fl.us/jcpl-new>

Quantitative Report/Statistics	
Items Borrowed	2,958
Use of Computers	2,058
Information Questions	122
Purchase of Books & Materials	116
Dollar Purchase of Books, etc.	\$1,523
Interlibrary Loans	40
Library Visits	8,210
Faxes sent	25
Petty Cash Balance	\$197.94
New Library Cards	51
Swapping Books In/Out	74/128
Donated Books and Materials	720

Cataloguing Statistics	
Cataloguing of materials (SIRSI)	191
Deleted materials (SIRSI)	8
OCLC Items Added	149
OCLC Items Deleted	0
Gift Items	634
OCLC searches performed	221

Learning Center, Computer Room, and CWEP (Angela Scott)

- o Community Service & Workforce - 69 total hrs of community service at the library
- o Outreach Services with the following groups: Wilderness Coast, Monticello News, Wii Fitness Programming, VITA program, Florida Department of Blind services, Children's Lighthouse, US Census training, Florida Telecommunications Relay (FTRI, Big Bend Transit.
- o Cataloguing and Classification of library materials. (see statistics above)
- o Worked with the Christmas Dinner in the Conference Room.
- o Community service workers and volunteers made a major impact on staff productivity, this month. New programs are still being implemented at the library.
- o Possible oral history project with some of the local organizations and churches within the county.

Children and Youth Services (Kitty Brooks)

- o Started new Mother Goose storytime for children. We had a very good turnout.
- o During the month of October, the youth services librarian attended various outreach activities outside of the library:
 - o Early Head Start; Head Start; Boys and Girls Club
 - o Little Angels in Training
- o Youth Librarian participated in four (4) regular storytimes; 2 Mother Goose and 2 for ARC.
- o Attended the PTO Jefferson County Elementary School meetings.
- o Working on the NEH grant work; should be mailed by the end of the week.
- o Will be continuing to plan for home schooled book club and a new after school book club at the library.
- o Assisted with circulation on the Wilderness Coast bookmobile on 12/3.
- o Storytime statistics were 283 attendees in 15 separate programs.

Adult Literacy Program (Marsha Jopling)

- ARISE Reading Program:
 - ~ 12 reading teacher volunteers for 24 volunteer hours
 - ~ 6 literacy students for 24 hours of class time
- ESL Programs:
 - ~ 4 trained ESL teacher volunteers for 6 volunteer hours
 - ~ 1 substitute teacher volunteer for 1 volunteer hours
 - ~ 26 ESL student attendance for 6 hours of instruction
- Continuation of networking with various sectors of the community for adult education.
- Had a very successfully campaign for the collection of toys for the J.O.Y. Youth Program in Jefferson County.
- Adult literacy will be evaluated in terms of the quantity of people that it serves and what mechanisms are presently used to increase the number of citizens that use this service.

JCPL Digital Historical Project (Natalie Binder)

- Ms. Natalie Binder started working as a circulation assistant at the Library last month.
- She is working on the JCPL Digital Historical Project; monthly summary:
 - ✓ Digital Historical Project website will form part of the JCPL website to be launched on Jan 15th if all goes well.
 - ✓ It will include several audio files, public domain images and an introduction
 - ✓ Ms Binder will work closely with the Genealogical Library for primary sources.
 - ✓ Angela Scott will be working with Natalie Binder on a future local history project (please read note above)
 - ✓ Library iPods will be cataloged and in circulation by the end of the month.
 - ✓ Will be teaching 2 audio editing classes sponsored by Wilderness Coast Libraries

Synopsis and Projections

The Jefferson County Public Library will be involved in the near future in an "Oral History and Folklore Project" in which public distribution of documents in print, audio and images will be available through our library website. Three staff members will be involved in this project along with a number of volunteers who will be taught basic fieldwork methodologies to gather data and make interviews from a series of individuals in the county. This will be a unique project to the Northwestern part of Florida since this is not being done at the present in any public library with a certified folklorist and librarian in charge.

Thank you.

Serafin Roldan, Ph.D., Director
Jefferson County Public Library
Monticello, FL 32344

JEFFERSON COUNTY/CITY OF MONTICELLO

BUILDING INSPECTION AND CONTRACTOR LICENSING

445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223

Fax: (850) 342-0225

MONTHLY REPORT

December 2009		December 2008	
Building	15	Building	20
Electrical	13	Electrical	6
Plumbing	2	Plumbing	2
Mechanical	5	Mechanical	6
Mobile Homes	3	Mobile Homes	1
Relocate	0	Relocate	0
Demolish	0	Demolish	0
Miscellaneous	6	Miscellaneous	3
City Permit	8	City Permits	12
City Fees	\$605.80	City Fees	\$2,711.37
County Permits	36	County Permits	26
County Fees	\$5,321.67	County Fees	\$7,760.42
Total		Total	
City/County Permits	44	City/County Permits	38
City/County Fees	\$5,927.47	City/County Fees	\$10,471.79

December 2009		December 2008	
Radon Fee	\$388.63	Radon Fee	\$239.47
Building Permit Fee	\$4,728.84	Building Permit Fee	\$9,977.32
Mobile Home Permit Fee	\$810.00	Mobile Home Permit Fee	\$255.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$0.00
Business & Home Occup Fee	\$359.00	Business & Home Occup Fee	\$3,000.00
Total	\$6,286.47	Total	\$13,471.79

December 2009		December 2008	
New Construction Permits (Residential)	1	New Construction Permits (Residential)	4
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	1
Mobile Home Permits	3	Mobile Home Permits	1
Repair & Addition Permits	34	Repair & Addition Permits	29
Miscellaneous Permits (Sheds, Workshop, Signs, Bams, Pools)	6	Miscellaneous Permits (Sheds, Workshop, Signs, Bams, Pools)	2
Total	44	Total	38
Valuation		Valuation	
Valuation Home Permits	\$361,306	Valuation Home Permits	\$1,024,487
Valuation Commercial Permits	\$0	Valuation Commercial Permits	\$58,499
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$264,266	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$452,899

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
Fax: (850) 342-0225

December 2009		December 2008	
Zoning Verification Fee	\$75.00	Zoning Verification Fee	\$75.00
Simple Lot Split Fee	\$200.00	Simple Lot Split Fee	\$400.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$0.00
Minor Development Fee	\$0.00	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$0.00
Variance Fee	\$0.00	Variance Fee	\$400.00
Minor Re-plat Fee	\$100.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$855.00	Development Permits Fee (Mobile Homes)	\$150.00
Development Permits Fee (Residential)	\$3,445.12	Development Permits Fee (Residential)	\$6,510.36
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$563.90
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$820.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$300.00
Total	\$5,495.12	Total	\$8,399.26

December 2009		December 2008	
Simple Lot Splits (No. Lots Created _____)	2	Simple Lot Splits (No. Lots Created _____)	4
Family Subdivisions (No. Lots Created _____)	1	Family Subdivisions (No. Lots Created _____)	0
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	0
Variance	0	Variance	2
Minor Replats	1	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	3	Development Permits (Mobile Homes)	1
Development Permits (Residential)	3	Development Permits (Residential)	5
Development Permits (Commercial)	0	Development Permits (Commercial)	1
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	6	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	2
Total	16	Total	15

December 2009		December 2008	
Emergency Medical Impact Fee	\$371.16	Emergency Medical Impact Fee	\$247.44
Fire/Rescue Impact Fee	\$288.96	Fire/Rescue Impact Fee	\$192.64
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$2,465.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$481.25
911 Address Fee	\$200.00	911 Address Fee	\$100.00
Driveway Permit Fee	\$159.00	Driveway Permit Fee	\$318.00
Total	\$1,019.12	Total	\$3,804.33

JEFFERSON COUNTY
AFFORDABLE HOUSING ADVISORY BOARD

Monday, Jan 11, 2010 at Courthouse Annex at 2pm

AGENDA

1. Call to order
2. Minutes of Oct 19 meeting Sonora
3. Report of SHIP activity July 1, 2010
4. SHIP activity since Oct 19 meeting: status of remaining funds
5. Activity in federal \$8,000 program: status of funds
- 6 CDBG status regarding Tropical Storm Fay Grant application
7. Revised SHIP application form; i.e. Step 1, Step 2, etc
8. Other business
9. Adjourn

Next Meetings April 12, 2010 July



JEFFERSON COUNTY GRANTS DEPARTMENT

Jefferson County, Florida
445 West Palmer Mill Road, Monticello, Florida 32344
Telephone: 850/342-0175 Fax: 850/342-0225

AFFORDABLE HOUSING ADVISORY COMMITTEE MINUTES

MONDAY, October 19, 2009 – 2:00 P.M.
JEFFERSON COUNTY COURTHOUSE ANNEX
447 WEST WALNUT STREET
MONTICELLO, FLORIDA 32344

MEMBERS PRESENT

Dick Bailar, Chairman	Thomas Scott
Bud Wheeler	Chief Fred Mosley, Jr.
James Yeager	
Bill Gunnels	

ATTENDEES

Marianne Arbulu (Realtor)
Lola Hightower (Grants Department)
Sonora Walker (Meridian)

- 1) **CALL TO ORDER** by Chairman Dick Bailor
- 2) **MINUTES OF PREVIOUS MEETING** – Minutes given and motion to approve by Bud Wheeler, seconded by Chief Fred Moseley
- 3) **REPORT OF SHIP ACTIVITY SINCE JULY 1, 2008 THRU JUNE 30, 2009** – Report was given and reviewed by committee members. There were concerns about the number of families receiving assistance and their income categories. As discussed by Sonora Walker of Meridian families are given assistance on a first come first served basis and contingent upon funding availability. All applicants have a year from the date of their award letter to find a home and to receive assistance. The current budget has a limited amount of funding available for the regular SHIP program, however, due to tougher credit regulations it has been difficult for pending applicants to find financing. We are working with the applicants as well as the lenders to make sure the process is smooth. It was suggested by Sonora that we may want to change the SHIP approval process by asking potential first time homebuyers to receive pre-approval from a lender first and then apply for SHIP as well as register for the Homebuyers Educational Course.
- 4) **STATUS OF THE FLORIDA HOMEBUYER OPPORTUNITY PROGRAM (\$8,000 BRIDGE LOAN)** – Currently the Grants Office received phones call, but no applications.

- 5) **CDBG STATUS REGARDING TROPICAL STORM FAY** – a handout was given with an application timeline and workshop that was scheduled for November 3-4, 2009 in Jacksonville, Florida. Meridian Staff will attend the workshop.
- 6) **GRANT APPLICATION FORM-** the CDBG Disaster Recovery Application was not established at the date of the AHAC meeting, however, Meridian's staff is working closely with DCA to determine when the application period will be begin. The Chairman noted that the AHAC committee also serves as the CATF for CDBG and that they may be called on in the near future to attend public meetings regarding CDBG funding.
- 7) **STATUS ON THE HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)** – a handout was given that indicated all activity for the Section 8 program. The Section 8 program has conducted 81 recertifications and 60 inspections. The total expenditures from June 2009 to October 2009 \$305,067.70.
- 8) **OTHER BUSINESS-** the Board is still concern why Yeager's property has not sold. It was noted that the landscape was not up to par. Mr. Yeager stated that he will make sure that the landscape is nice and neat in order to market the home for potential buyers.
- 9) **ADJOURN**
- 10) **NEXT MEETING MONDAY JANUARY 11, 2010**

Jefferson County SHIP Activity July 1, 2008 - December 31, 2009

Purchasing

1	Maria Lopez	Purchasing	4-Jun-09	\$	30,000.00
2	Timothy Jones	Purchasing	7-Oct-08	\$	25,000.00
3	Kurtisha Larry	Purchasing	4-Jun-09	\$	30,000.00
4	Jason Fountain	Purchasing	30-Jun-09	\$	30,000.00
5	Doris Nealy	Purchasing	15-Apr-09	\$	30,000.00
6	Jennifer Foskey	Purchasing	30-Jun-09	\$	7,105.48
7	Michael & Amanda Fillyaw	Purchasing	13-Dec-08	\$	25,000.00
8	Gloria Ham	Purchasing	8-Jul-08	\$	25,000.00
9	Darlene Cleveland	Purchasing	18-Jun-09	\$	25,000.00
10	Debra Jones	Purchasing	15-Aug-08	\$	25,000.00

Rehabilitation

1	Hazel Baptiste	Rehabilitation	7-Aug-08	\$	40,000.00
2	Willie Bivens	Rehabilitation	17-Aug-08	\$	39,900.00
3	Lewis Martin	Rehabilitation	4-Nov-08	\$	22,370.00
4	Janet Rooks	Rehabilitation	8-Jul-08	\$	40,000.00
5	William Harris	Rehabilitation	22-Aug-08	\$	40,000.00
6	Ora Savin	Rehabilitation	4-Sep-08	\$	40,000.00
7	Inez Kelly	Rehabilitation	12-Sep-08	\$	40,000.00
8	William Boland	Rehabilitation	1-Dec-09	\$	40,000.00

Total \$ 554,375.48

Pending Applications

Type of Assistance

Status

1	George White	Purchasing	Waiting on regular program funds
2	Shakondra Simmons	Purchasing	Waiting on regular program funds
3	Patricia Fisher	Purchasing	Waiting on regular program funds
4	Yolanda Carrington	Purchasing	Waiting on regular program funds
5	Ursles Smith	Purchasing	Waiting on regular program funds
6	Margret Nealy	Purchasing	Waiting on regular program funds
7	Geraldine Hill	Purchasing	Waiting on regular program funds
8	Lawanda Williams	Purchasing	Waiting on regular program funds
9	Vicki Swindland	Purchasing	Waiting on regular program funds
10	Wille Hawkins Jr	Purchasing	Waiting on regular program funds
11	Tandra Geathers (Interested in Yeager's)	Purchasing	Waiting on regular program funds
12	Amelia Whittaker (Interested in Yeager's)	Purchasing	Waiting on regular program funds
1	Dorothy Cook	Rehabilitation	Contract signing scheduled for later Jan. 2010
2	Clara Barnhart	Rehabilitation	Waiting on regular program funds
3	Mazie Nealy	Rehabilitation	Updating Application- over 120 days
4	Margret Wilson	Rehabilitation	Updating Application - over 120 days

Couple of calls, but no applications. One interview conducted in November 2009 (not interested)

JEFFERSON COUNTY GRANTS DEPARTMENT
445 WEST PALMER MILL ROAD,
MONTICELLO, FL 32344

Purchase Assistance for First Time Homebuyers

You may be
eligible for up
to \$30,000 in
Purchase
Assistance

WHAT IS THE PURCHASE ASSISTANCE PROGRAM?

This program provides funding to eligible first time homebuyers to purchase a new or existing home.

WHO QUALIFIES?

- First Time Homebuyers - a person who has not owned a home in the past three (3) years
- Have a loan commitment for a first mortgage
- Have acceptable credit
- Income cannot exceed program income limits

Income must fall within the guidelines below:

Household size	Very Low (up to \$30,000)	Low (up to \$25,000)	Moderate (up to \$20,000)
1	\$22,250	\$35,650	\$53,400
2	\$25,450	\$40,700	\$61,080
3	\$28,600	\$45,800	\$68,840
4	\$31,800	\$50,900	\$76,320
5	\$34,350	\$54,950	\$82,440
6	\$36,900	\$59,050	\$88,560
7	\$39,450	\$63,100	\$94,680
8	\$42,000	\$67,200	\$100,800

ELIGIBLE PROPERTIES

Single family homes, townhouses, & modular homes located in Jefferson County

Maximum Sales Price \$140,000.00

Mobile Homes are not Eligible

How Do I GET STARTED?

1. Attend an approved Homebuyers Educational Course. To register contact Lola Hightower at (850)342-0175. After completion of the class you must bring in the Certificate of Completion
2. Contact a lending institution to obtain a loan commitment and to qualify for a First Mortgage
3. Complete an Application for Assistance
4. Find a home priced within the program sales price limits and within your pre-approved loan amount
5. Have your lender complete your home loan purchase package and forward it to the Grants Office

LOAN CONDITIONS AND REPAYMENT

Assistance must be repaid if the property is sold, changed of ownership or rented within seven (7) years of the Second Mortgage. The full amount of the loan will be forgiven if the homeowner continuously occupies the unit for seven (7) years.

For more information, contact the Grants Department at 445 West Palmer Mill Road, Monticello, FL 32344. Phone: (850) 342-0175. Fax: (850) 342-0176. Email: grants@jeffersoncountyfla.gov

JEFFERSON COUNTY ROAD DEPARTMENT

Memo

To: Jefferson County Board of County Commissioners

From: David R. Harvey, Road Superintendent

Date: January 13, 2010

Re: Informational Item – Road Department Summary of Monthly Activities for December 2009

General Roadway and Drainage Maintenance

- A) Routine road surface grading, stabilization and ditch maintenance activities were conducted on 124 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 2 Roads. Mowing on 0 roads.
- C) Patching also occurred on 8 roadways.

Driveway Connections

A total of 3 driveways were inspected.

Roadway and Drainage Reconstruction

Frozen roads not grading properly, extra production at rock mine, road criteria almost complete, Indian Hills is on hold due to rain.

Gas transmission Co stock piling 100 miles of 36" gas pipe on Limestone Rd

NRCS projects on going.

Resurface/widening CR257 75% completed.

Scope/Scrape bids December 11 for Nash Rd widening and Dills Rd resurfacing

Two (2) inmate crew from the Jefferson Correctional Institute did bridge work, put out silk fence, mowed election office, extension office, courthouse, cemeteries and Lloyd Park, cleaned ditches, patched roads, cleaned office, cleaned out pipes, replaced a mailbox, cut trees, cut around curves, guard rails, pipes and signs, picked up trash.

Note # Jefferson Corrections has notified us prisoners may not be able to mow cemeteries as they deem it as private land, we wrote a letter stating prescriptive easement. They are also having us train a back up guard.

**Jefferson County Board of County Commissioners
Monthly Status Report**



Jefferson County Courthouse

Program Administration for SHIP and Housing Choice Voucher (Section 8) programs

Grants Department

December 2009

**Prepared by:
Meridian Community Services Group, Inc.**

The monthly status report applies to SHIP and Section 8 programs for Jefferson County and is intended as a summary of activities. To date the following activities have been completed:

SHIP DOWN PAYMENT & NEW CONSTRUCTION
(\$300,000)

Scope: Down Payment, Rehabilitation and New Construction assistance.

Status: Two pending closing

Issues: *Jefferson County has been allocated SHIP funds for the Florida Homebuyer Opportunity Program a newly created program designed to assist first-time homebuyers whose maximum adjusted gross income does not exceed \$75,000 for single taxpayer households or \$150,000 for joint-filing taxpayer households. The Florida Homebuyer Opportunity Program was created during the 2009 legislative session to supplement provisions of The American Recovery and Reinvestment Act of 2009 by providing subordinate down payment assistance loans to first time homebuyers who are eligible to receive the federal first-time homebuyer tax credit under the American Recovery and Reinvestment Act of 2009.*

Activities:

Preparing for SHIP Desk Monitoring	12/09
Review of the SHIP budget	Ongoing
One Pending Contract signing for Rehabilitation	
Work Write-ups complete	
Construction complete on one Rehabilitation home	12/1/09

Section 8 Program HAP (\$599, 988):

Scope: Section 8 is a Tenant Based Voucher program design to increase affordable rental housing choices for very low income families.

Status: Currently the County has 100 voucher holders.

Issues: *Project on schedule.*

Activities:

Processed 25 recertifications	December 2009
Inspected 15 Homes	December 2009
Updating Admin Plan	Ongoing
County Audit Conducted on 15 Section 8 files	December 2009
Currently have 14 potential participants on the waiting list	
Utility Allowance Updated	December 2009

**Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
Dec, 2009 (submitted to County Coordinator, Dec 12)**

4-H Youth Activities

- JGL- 4-H Newsletter prepared and sent
- JGL - Prepared and sent the 2009-2010 Plan of Work and Report of Accomplishment - F
- GN - 4-H Sewing throughout the month
- JGL- Extension Professional Association of Florida Board Meeting – Feb. 2
- JGL - North Florida Post Fair Meeting- Dec 2
- JGL - 4-H District III Agents Meeting – Dec 2
- JGL - Epsilon Sigma Phi Board Meeting- Dec 3
- JGL - Aucilla Christian Academy, Tropicana School Award Ceremony, Dec 3
- JGL - County Council Meeting – Dec 7
- JGL - 6th grade 4-H Club Meeting – Dec 8
- JGL - 5th 4-H Club Meeting – Dec 9
- JGL - 4-H Goat Day, JES, 2nd Graders – Dec 10
- JGL - County Wide 4-H Tropicana Public Speaking Contest – Dec 10
- JGL - 4-H Advisory Committee Meeting – Dec 15
- JGL - 3rd Grade 4-H Club Meeting – Dec 15
- JGL - Plant Science Workshop Planning Meeting – Dec 16
- JGL - County Council Nursing Home Visit – Dec 16
- JGL - County Council Christmas Dinner – Dec 16
- JGL - Health Disparities Meeting – Dec 17
- JGL - Participated in Pajama Day at JES, reading to 2nd graders – Dec 17
- JGL - 4th Grade 4-H Club Meeting 0- Dec. 18

Family & Consumer Sciences

- **Vacant Position**

Agriculture and Natural Resources Activities

- JED – Advisory Committee Meeting - Dec 1
- JED – Northwest Beef Management Planning Polycom Monticello - Dec 9
- JED – Jefferson County Soil & Water Conservation Meeting - Dec 10
- JED – Big Bend Horseman's Association Meeting Monticello – Dec 14
- JED – December 16- 2010 Wildlife Series planning Meeting Monticello
- JED - Horse Judging Planning Meeting Quincy - Dec 17
- JED - Ongoing- Soil and forage test interpretation; field visits; IFAS year-end reporting

Administrative and Other Activities, Faculty and Staff

- JGL& JED – Office Staff Meeting- Dec 7
- JGL – Meeting w/ UF Extension District Director & FAMU Associate Dean of Extension – Dec 4
- JGL – Interview FCS Agent, Gainesville, FL – Dec 14
- JGL- – BCC Meeting, – Dec 1
- JGL- – BCC Meeting, – Dec 17

Upcoming

- JED - Planning- NW Area Beef Management Meeting FEB 3;