



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827
435 W. Walnut St., Monticello, Florida 32344

Stephen G. Fulford
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Danny Monroe
District 5

Regular Session Agenda (Revised)
June 7, 2012 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344

1. 9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance
2. Public Announcements, Presentations, & Awards
3. Consent Agenda
 - a) Approval of Agenda
 - b) Minutes of May 3, 2012 Regular Session
4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)
5. General Business
 - a) American Legion/July 4th Fireworks – Buddy Westbrook
 - b) CDBG Grant Closeout – Roy Schleicher
 - c) Approval of LHAP/SHIP – Roy Schleicher
 - d) Drainage on Rosey Road – Eddie Williams
 - e) Original Florida Tourism Task Force Volunteer Position – Nancy Wideman
 - f) Report on Small Business Development Program – Dallas Garrett
 - g) Economic Development Ad Hoc Committee Preliminary Report– Julie Conley
 - h) June 1st Tax Roll Estimates – Angela Gray
 - i) Rec Park Lighting – Alan Wise
 - j) Fire Station Update – Alan Wise
 - k) Solid Waste Building Update – Alan Wise
 - l) CIGP Recommendation – Alan Wise
 - m) Redistricting Lawsuit Response – Buck Bird
 - n) NFBA In-Kind Leases – Buck Bird
 - o) Report on Ford Ranger and John Deere Rental – Commissioner Barfield/Roy Schleicher
 - p) Solid Waste Assessment/Residential & Non-Residential Discussion/Decision
 - o) County Coordinator Selection Discussion
6. County Coordinator's Report
7. Citizen's Forum (3 Minute Limit, Commissioner Discussion Allowed)
8. Commissioner Discussion Items
9. 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.

Kirk Reams
Clerk of Courts

Roy M. Schleicher
County Coordinator

Bird & Sparkman, P.A.
County Attorney



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ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
May 3, 2012

The Board met this date in regular session. Present were Chairman Hines Boyd, Commissioners Betsy Barfield, Stephen Fulford, Danny Monroe and John Nelson. Also present were County Coordinator Roy Schleicher, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 2: Public Announcements, Presentations and Awards

1. Commissioner Barfield presented a proclamation to Walker & Sons Farms in recognition of their award-winning dairy operations. The proclamation declared May 7th-13th as Milk Producers Week in Jefferson County.

ITEM 3: Consent Agenda

2. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Consent Agenda, consisting of the minutes from the April 5th, 2012 Regular Session, was approved.**

ITEM 5(a): CDBG Grant Closeout

3. County Coordinator Roy Schleicher presented closeout documentation for the CDBG grant. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Board approved the grant closeout.**

ITEM 5(b): Amendments to Unsafe Building Abatement Code

4. Planning Attorney Scott Shirley introduced this item and presented photo examples of unsafe structures. Commissioner Barfield expressed her desire to take out the exception regarding owner-occupied residences, as she felt this was unfair in singling out businesses. Commissioner Nelson asked about constitutional aspects related to this issue to which Attorney Shirley replied that his recommendation is not to exempt owner-occupied residences from the code. Commissioner Nelson stated he was in favor of leaving the language as is. Commissioner Monroe voiced concern over the potential for putting people out of their homes. Chairman Boyd explained that these concerns had been expressed to him about this very issue. Commissioner Fulford responded that he would like to leave the language in the code. **On motion by Commissioner Barfield, seconded by Commissioner Fulford and unanimously carried, the proposed amendments to the Unsafe Building Abatement Code were approved and Mr. Shirley stated he would prepare the changes for public hearing.**

ITEM 5(c): Naming Opportunities

5. Commissioner Barfield presented the finalized naming opportunities policy and stated that she would like to have it adopted by resolution at the next meeting. Hearing no objections from the Board, this matter was placed on the agenda for the next meeting.

ITEM 5(d): Tax Abatement Referendum

6. Commissioner Barfield presented this issue and asked for Board approval to have it placed on the General Election ballot. Attorney Bird stated that this would not involve abating taxes currently in force, but only on improvements to property, which would be

available for existing businesses and property owners. **On motion by Commissioner Barfield, seconded by Commissioner Nelson and unanimously carried, the Board approved taking the steps necessary to have this item placed on the ballot for referendum.**

ITEM 5(e): Commission Meeting Dates

7. Commissioner Barfield asked that the June 21st meeting be moved in order to allow Commissioners to attend the Florida Association of Counties conference. This meeting was rescheduled for Tuesday, June 26th. **Commissioner Barfield made a motion to permanently move all meetings to Tuesday, to which Commissioner Fulford seconded for discussion.** Commissioner Fulford stated that even with Tuesday meetings, there would be conflicts. Commissioner Monroe stated that the mindset of the public was that the Commission meets on Thursdays. Commissioner Nelson stated he was in favor of keeping the meetings on Thursday and addressing conflicts on a case-by-case basis. Citizen Corwin Padgett stated he would like to see the meetings on Tuesday. Commissioner Fulford responded that moving the meetings to Tuesday would not solve the problem. He further stated that this was a community changing decision and wanted the public to have more notice before a decision was made. **Commissioner Fulford withdrew his second.** Commissioner Barfield asked that this be placed on the next agenda.

ITEM 5(f): Coordinator Position Short-listing/ Setting Interviews

8. County Coordinator Roy Schleicher asked the Board to determine how many applicants to short-list for interviews. Assistant County Coordinator Henry Gohlke recommended taking the top five or six for each Commissioner and compiling the short-list from the total scores. The Commissioners gave a list of their respective top 5 to Mr. Gohlke and Engineer Alan Wise to be tabulated. The Board agreed to revisit this item as the last item of General Business.

ITEM 5(g): Appointment of County Medical Examiner

9. Chairman Boyd stated that the Board had been asked to affirm the selection made at the Governor's level. Commissioner Barfield stated she could not affirm without knowing more specifics. This item was tabled to the next meeting.

ITEM 5(h): Watermill Road Bid Award

10. **On motion by Commissioner Barfield, seconded by Commissioner Nelson and unanimously carried, Capital Asphalt was awarded the Watermill Road CIGP project for the amount of \$224,450.80.**

ITEM 6(a): County Coordinator's Report / Inter-departmental Sharing Policy

11. County Coordinator Roy Schleicher presented the final policy to the Board. Attorney Bird recommended approving the policy by resolution at the next meeting.

ITEM 6(b): County Coordinator's Report / Job Descriptions & Classifications

12. County Coordinator Roy Schleicher informed the Board that all Department Heads had signed off on job descriptions and classifications for their respective departments. Commissioner Nelson asked about qualitative performance standards and measurements,

to which Mr. Schleicher suggested that Department Heads perform evaluations and review job descriptions with employees in their respective departments.

ITEM 6(c): County Coordinator's Report / Code Enforcement Certificate

13. County Coordinator Roy Schleicher presented Code Enforcement Certification for Solid Waste Director Beth Letchworth. Chairman Boyd expressed his appreciation of Ms. Letchworth's initiative.
14. County Coordinator Roy Schleicher presented a proposal from Chief Matthews regarding the donation of leave time to Dexter Walker and stated that it had been cleared with HR. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the donation of leave to Dexter Walker was approved.**

ITEM 6(d): County Coordinator's Report / Report on Small Business Development

15. Dr. Dallas Garrett gave an update on his progress with the Small Business Development Program and informed the Board that he had asked the FAMU group to participate in a workshop.

ITEM 5(f) - continued: Coordinator Position Short-listing/ Setting Interviews

16. County Coordinator Roy Schleicher presented the tabulated results of the Commissioners' rankings of candidates for the County Coordinator position. The Board accepted the rankings and decided to interview the following candidates: David Ward, Phil Calandra, Larry Jones, Parrish Barwick, David Wimberly, Peggy Matthews, Nick Flynt and Don Hart. Interviews were scheduled for Wednesday, May 9th at 1 pm and Friday, May 11th at 8 am.

ITEM 8: Commissioner Discussion Items

17. County Attorney Buck Bird stated he would bring back changes to the local preference language at a future meeting.
18. Commissioner Nelson announced that the Jefferson County Middle High School football team would be receiving state championship rings at 7 pm tonight at the auditorium. He also informed the Board that Ernest Snead would be receiving a Congressional Gold Medal this summer for being a surviving member of the Montford Point Marines.
19. Commissioner Barfield stated she would like to see the issue of moving meeting dates to Tuesdays on a future agenda. She also informed the Board that the decision of whether the county should join in the law suit related to HB 5301 and Medicaid needed to be addressed. She also inquired about the accident involving the Ford Ranger belonging to the Road Department. County Coordinator Roy Schleicher responded that a body shop in Tallahassee did the work for \$11,000 and there was some confusion about how much insurance would pay. Commissioner Barfield expressed displeasure with doing business in Leon County for the body work and said she was concerned about the county being on the hook for anything not covered by insurance. Commissioner Nelson expressed displeasure that the county did not get three estimates for the work. Commissioner Barfield stated that this was a major issue, along with the Road Superintendent renting equipment for the Horse Arena and the Recreation Park. Commissioner Barfield asked Mr. Schleicher to give a report regarding these items at the next meeting.

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

20. Chairman Boyd urged people to assist Denise Grimsley in obtaining signatures for Senate campaign, as she was a major factor in helping the county save Jefferson Correctional Institute.

ITEM 9: Adjournment

21. The warrant register was reviewed and bills ordered paid.

22. On motion by Commissioner Monroe, seconded by Commissioner Barfield and unanimously carried, the meeting was adjourned.

Attest: _____
Clerk

Chairman

ITEM 5(b): CDBG GRANT CLOSEOUT

Community Development Block Grant Closeout Small Cities CDBG and Disaster Recovery Programs

(Revised 2/2012)

Instructions

Closeout forms must be submitted to the Department of Economic Opportunity (DEO), Florida Small Cities CDBG or Disaster Recovery Program, within 45 days after the contract termination or expiration date. Please note the following important instructions:

- Closeouts can only be submitted after all amendments have been executed and all requests for funds submitted. The Department will not process a request for funds or amendment that is submitted with a closeout. A contract cannot be amended if it has expired or terminated.
 - Any amendment that is necessary for final reconciliation of the grant funds must be executed prior to the submission of the closeout.
 - A final request for funds must be submitted prior to submission of the closeout since funds not requested will be deobligated at closeout.
- All grant recipients must complete Section I.
- Commercial Revitalization, Disaster Recovery (if infrastructure or public facility projects were carried out) or Neighborhood Revitalization grant recipients must complete Section II.
- Recipients of Commercial Revitalization or Economic Development grants must complete Section III.
- Housing and Disaster Recovery (if housing activities were carried out) grant recipients must complete Section IV.
- All grant recipients must complete the Beneficiary Data form and the Status of Accomplishments and Expenditures form.
- The Closeout Approval form must be signed by the Chief Elected Official or another individual authorized by resolution to sign CDBG documents. Enter the information requested or circle the response.

Please complete and return only the sections that are applicable to your contract. Contact your grant manager if you have questions.

Section I. Contract Information

Contract Number: 11DB-L4-02-43-01-H30		Beginning Date: November 3, 2010		Ending Date: November 2, 2012		Local Government's DUNS Number: 034119979.	
Recipient: Jefferson County			Local Contact: Lola Hightower			Phone Number: 850-342-0175	
1. Indicate how the project was carried out (administration and construction):				Grantee Employees <input type="checkbox"/>		Contractors <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
2. Indicate how beneficiary data was collected:						Census <input type="checkbox"/>	Survey <input type="checkbox"/>
3. Enter the Census Tract(s) and/or Block Group(s) for service area(s): N/A				Census Tract(s)		Block Group(s)	
4. If location of activities has changed since the initial award was made, and a revised map was not previously submitted, is a map included? N/A						Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Is a Property Management Register included? N/A						Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. If an infrastructure project, is an engineering certification included? N/A						Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Is the project located in a Historic District?						Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8. Is the project located in a Presidentially Declared Disaster Area?						Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
9. Is the project a Brownfield Activity?						Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10. Did the local government provide the assistance (to the beneficiaries) in the form of a loan or a grant?				Grant <input type="checkbox"/>	Loan <input type="checkbox"/>	Deferred, forgivable loan <input checked="" type="checkbox"/>	
11. If a loan, indicate:		Interest Rate % 0	Monthly Loan Amount \$ 0		Amortization Period in Months 60		
12. List all other funds, along with the source, used to support the activities funded with this grant:							
				Source		Amount	
Local Funds (i.e., General Revenue)						\$	
Grant(s)				CDBG Disaster Recovery Grant		\$168,615.22	
				Jefferson County SHIP Funds		\$125,000	
Private Funds (i.e., Participating Party, etc.)						\$	
Loan(s)						\$	
Other, including Program Income (Specify)						\$	
13. Will the project result in program income? <i>Program income earned as a result of Small Cities CDBG and Disaster Recovery grants, but not expended before closeout must be returned to DEO. Make check payable to the Department of Economic Opportunity - CDBG Program and include it with the Closeout.</i>						Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• If program income has already resulted, indicate amount:						\$	
• Indicate amount of program income that has been expended to date:						\$	
15. Does the local government have CDBG Funds on hand? If yes, you cannot close the contract.					If yes: \$		No <input checked="" type="checkbox"/>
16. Has a final Request for Funds been submitted? If not, you cannot close the contract.						Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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Section IV. Housing

(To be completed by Small Cities CDBG and Disaster Recovery Program grant recipients if housing activities were undertaken. If water/sewer hookups were provided, please complete all information requested in Section IV.)

Number of single family houses rehabilitated	1	
Number of single family rental houses addressed	0	
Number of single family home-owner houses address	12	
Number of single family one-for-one replacements	11	
Number of multi-family properties addressed	0	
Number of units within the multi-family properties	0	
Number of permanent displacements/relocations	0	
Number of units occupied by the elderly	7	
Number of units with female head of household	8	
Number of units made handicapped accessible	4	
Number of units qualified as "energy star"	11	
Number of units brought into compliance with lead safety requirements	1	
If applicable, number of beds created in overnight shelter or emergency housing	0	
Did the activity involve rental housing?	Yes <input type="checkbox"/>	No X
Did the project include:		
• Installing security devices	Yes <input type="checkbox"/>	No X
• Installing smoke detectors	Yes X	No <input type="checkbox"/>
• Performing emergency housing repairs	Yes <input type="checkbox"/>	No X
• Providing supplies and equipment for painting houses	Yes <input type="checkbox"/>	No X
• Operating a Tool Lending Library	Yes <input type="checkbox"/>	No X
• Mitigation to prevent future damages (strengthened roof, doors, windows, elevations, etc.)	Yes X	No <input type="checkbox"/>

The form on the next page relates to housing units addressed, including those that were provided water/sewer hookups. **Please note that beneficiaries of housing units are measured in households (HH), not the number of people living with the household. Race and ethnicity also applies to the head of households (HH).**

Name of Owner Last name, first initial.	Name of Occupant Last name, first initial.	Street Address (street, city and zip) <i>(If replacement, new address.)</i>	Rental (R) or Owner Occupied (O)	Race (Head of House- hold)	Hispanic Ethnicity (Y or N)	Indicate VLI or LMI)	H
Braren, W	Braren, W	3007 Waukeelah Hwy Monticello, FL 32344	O	W	N	VLI	N
Gallon, W	Gallon, W	1171 Barnes Rd. Monticello, FL 32344	O	AA	N	VLI	N
Johnson, T	Johnson, T	5383 Turkey Scratch Rd. Monticello, FL 32344	O	AA	N	VLI	Y
Johnson, G	Johnson, G	1569 Walker Spring Road, Monticello, FL 32344	O	AA	N	VLI	Y
Messer, E	Messer, E	175 Farmboy Lamont, FL 32336	O	W	N	VLI	Y
Shiver, W	Shiver, W	270 Hatchett Rd. Lamont, FL 32336	O	W	N	VLI	N
Harris, B	Harris, B	98 Deerfield Rd. Monticello, FL 32344	O	AA	N	VLI	Y
Geathers, M	Geathers, M	13 Honey Bee Lane Monticello, FL 32344	O	AA	N	VLI	Y
Plummer, E	Plummer, E	630 Beth Page Rd. Monticello, FL 32344	O	AA	N	LMI	Y
Jordan, H	Jordan, H	292 Tin Top Rd. Monticello, FL 32344	O	AA	N	VLI	N
Harley, E	Harley, E	5402 Turkey Scratch Rd. Monticello, FL 32344	O	AA	N	VLI	Y
Oliver, A	Oliver, A	1399 Old Lloyd Rd. Monticello, FL 32344	O	AA	N	LMI	Y

W = White
AA = African American
A = Asian
AI, AN = American Indian or Alaskan Native
NHP = Native Hawaiian Pacific Islander

AI, AN, W = /
A, W = Asian
AA, W = Afric
AI, AN, AA =
O = Other Mu

Section V. STATUS OF ACCOMPLISHMENTS AND EXPENDITURES (Use additional pages if necessary)

National Objective 1-L/M 2-Urgent Need 3-Slum & Blight	(A) Activity #	(B) Activity Name	(C) IDIS # (for Small Cities CDBG)	Acco
			DEO Use Only	Contracte
N/A	21A	Administration		N/A
L/M	008	Temporary Relocation		10 HH
L/M	14A	Rehabilitation (Homeowner's)		10 HH
	TOTALS			10 HH
	J. Total CDBG Approved Budget:	Total of Column (E)		
	K. Total CDBG Funds Received To Date:	Total of Column (F)		
	L. Refund Due to DEO:	If Line (F) is greater than Line (E) indicate		

M. Amount to be Deobligated:

If Line (E) is less than Line (F) indicate the

Section VI. BENEFICIARY DATA - Do not enter Administration or Engineering. Beneficiaries of housing

		Activity #008		Activity #14 A			
Total Beneficiaries Proposed		10 HH		10 HH			
Total Beneficiaries Actual		8 HH		12 HH			
LMI Beneficiaries Proposed		10 HH		10 HH			
LMI Beneficiaries Actual		8 HH		12 HH			
VLI Beneficiaries Proposed				2 HH			
VLI Beneficiaries Actual		8 HH		9 HH			
Female		7 HH		8 HH			
Disabled		5 HH		5 HH			
Female Head of HH		7 HH		8 HH			
Elderly		6 HH		7 HH			
RACE	For Housing Grants Only Enter Summary Information from Page 6		Total	# of Hispanic Ethnicity	Total	# of Hispanic Ethnicity	To
	# Owner Occupied	# Renter Occupied					
White	3 HH						
African American	9 HH						
Asian							
American Indian or Alaskan Native							
Native Hawaiian Pacific Islander							
American Indian or Alaskan Native and White							
Asian and White							
African American and White							
American Indian/Alaskan Native							

and African American							
Other Multi-racial							

Section VII. PROPERTY MANAGEMENT REGISTER

Recipient			Cont
Contract Number			Loca
	1	2	
Description of Property or Type of Equipment			
Identification Number			
Date of Purchase or Acquisition			
Total Cost of Property	\$	\$	\$
CDBG Cost	\$	\$	\$
CDBG % of Total Cost			
Physical Location			
Condition (New or Used)			
Residual Value	\$	\$	\$
Disposition Date			
Disposition Amount	\$	\$	\$
Method of Disposition			

ATTACHMENT A (IF REQUIRED)

Section VIII. CLOSEOUT APPROVAL

I certify that, to the best of my knowledge, all activities undertaken by the local government with funds under this grant agreement have been carried out in accordance with the grant agreement, that proper provision has been made for the payment of all paid costs identified; that the State of Florida is under no obligation to make further payment to the local government under the grant agreement in excess of the amount identified on Line J of the STATUS OF ACCOMPLISHMENTS AND EXPENDITURES form submitted with this closeout report; that every statement and amount set forth in this instrument is true and correct as of this date; that all required audits as of this date have been submitted and approved; and I acknowledge that DEO reserves the right to recover any disallowed costs identified in an audit completed after this closeout.

Chief Elected Official or Authorized Designee

Signature

Hines Boyd, Chair

Name and Title

Date

For DEO use only:

Approval of this Closeout Package authorizes the deobligation of unexpended CDBG contract funds in the amount of \$_____.

Division of Community Development

DEO Finance and Accounting Section

Name and Title

Name and Title

Date

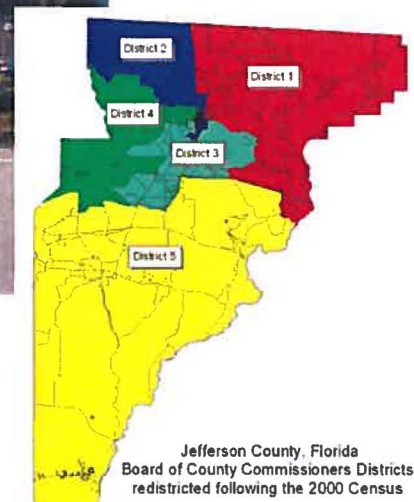
Date

ITEM 5(c): APPROVAL OF LHAP/SHIP

Jefferson County, Florida State Housing Initiatives Partnerships (SHIP) Program Local Housing Assistance Plan (LHAP)



Jefferson County Courthouse



Jefferson County, Florida
Board of County Commissioners Districts
redistricted following the 2000 Census

**Fiscal Years Covered
2012/2013, 2013/2014, 2014/2015**

PROGRAM DESCRIPTION:

A. NAME OF THE PARTICIPATING LOCAL GOVERNMENT:

Jefferson County is a participating local government in the State Housing Initiatives Partnership (SHIP) Program, established by Section 420.907 Et. Seq, Florida States, Chapter 67-37, Florida Administrative Code, and administered by the Florida Housing Finance Corporation.

Jefferson County does not have any Inter-local Agreements with other municipalities at this time.

B. PURPOSE OF THE PROGRAM:

The purpose of the SHIP program is to assist in meeting the affordable housing needs in Jefferson County, Florida through the expansion of affordable housing opportunities to very low, low and moderate income families. Additionally, it is the goal of the County to ensure that low income households benefit from quality, safe and sanitary housing to improve their living and economic conditions. This plan also furthers the housing element of the County's Comprehensive Plan specific to affordable housing.

C. FISCAL YEARS COVERED BY THE PLAN:

- ✓ 2012-2013
- ✓ 2013-2014
- ✓ 2014-2015

D. GOVERNANCE:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007, Florida Administrative Code. The SHIP Program does further the housing element of Jefferson County's Comprehensive Plan.

E. LOCAL HOUSING PARTNERSHIP:

Jefferson County's SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups

F. LEVERAGING:

Jefferson County's Local Housing Assistance Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other housing and economic development programs and to provide local match to obtain federal housing grants or programs.

G. PUBLIC INPUT:

The County understands the importance of allowing stakeholders to have input into the activities and programs that impact them. The County welcomes input on this plan at any time from the public. Citizens may submit any comments they may have on the plan as it is currently written and the County will take all comments into consideration. Additionally, citizens can be heard during Commission meetings relative to the content of the plan. The County will advertise funding via a newspaper of general circulation upon notification of funding. The County will also continue to engage community stakeholders and leaders to ensure that the activities under this plan are consistent with the County's priorities.

H. ADVERTISING AND OUTREACH

Jefferson County shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. DISCRIMINATION:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing. Jefferson County will ensure that it complies with all Discrimination and Civil Rights Laws. The County is familiar with implementing state and federal programs. These programs have similar compliance policies that are closely monitored and enforced by the funding agencies.

J. SUPPORT SERVICES AND COUNSELING:

Support services are available from various sources. Available support services may include but are not limited to:

- ✓ Pre and Post Homeownership Counseling
- ✓ Transportation Assistance
- ✓ Community Action Agency programs such as LIHEAP and WAP
- ✓ Department of Children and Families
- ✓ Workforce Plus and other local resources such as libraries that allow access to resources

K. PURCHASE PRICE LIMITS:

Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be calculated for any 42-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above. The methodology used is:

- Independent Study
- U.S. Treasury Department
- Local HFA Numbers

The purchase price limit for:

New Homes: \$247,032.00

Existing Homes: \$247,032.00

L. INCOME LIMITS, RENT LIMITS AND AFFORDABILITY:

The Florida Housing Finance Corporation has adopted the Income and Rent Limits published annually by the Department of Housing and Urban Development as the official limits that should be used for the SHIP program. Affordability means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 (19), (20) and (28), F.S. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be

deemed “affordable” if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

M. WELFARE TRANSITION PROGRAM:

Should an eligible sponsor be used, the County will develop a qualification system and selection criteria for applications received from eligible sponsors, which will include a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

N. MONITORING AND FIRST RIGHT OF REFUSAL:

In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and termination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

O. ADMINISTRATIVE BUDGET:

A detailed line-item budget of proposed Administrative Expenditures is attached as **Exhibit A**. These are presented on an annual basis for each State fiscal year submitted.

Jefferson County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan. In accordance with Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, a county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

*Jefferson County has adopted the above findings in the attached resolution, **Exhibit E**.*

P. PROGRAM ADMINISTRATION:

Administration of the local housing assistance plan is the responsibility of the **Jefferson County Board of County Commissioners**. Jefferson County currently uses a third party consultant to carry out the administration and implementation functions of the SHIP program. The third party consultant was procured utilizing the County’s standard purchasing/procurement process considering some of the following criteria:

- ✓ Experience with administering community development programs
- ✓ Organizational capacity to carry out functions under the SHIP program
- ✓ Ability and willingness to comply with SHIP and County program requirements

- ✓ Proven track record of administering comparable programs
- ✓ Willingness to commit to SHIP and County program requirements
- ✓ Agreement to select recipients of funding assistance by complying with all eligibility requirements imposed by the program

Q. ESSENTIAL SERVICE PERSONNEL

Define in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) FS. Florida Statutes, essential service personnel are person in need of affordable housing who are employed in occupations or professions in which they are considered essential to the community as defined by each county or municipality. Jefferson County's definition of essential personnel includes, but is not limited to: health care personnel, teachers and educators, school district employees, public safety professionals, city, county and state government personnel, and skilled building trade personnel.

II. LHAP STRATEGIES

A. Owner-Occupied Housing Rehabilitation

a. Summary of the Strategy:

This program will provide rehabilitation repairs to correct serious structural landlord health and safety related issues and to correct code violations. The extent of services provided will be based on housing needs and analysis as determined by the Rehabilitation Specialist and on whether the needed repairs are within the scope of SHIP program resources. The Rehabilitation Specialist will provide a work write-up and cost estimate for every job. All repairs will be performed by a licensed contractor and approved by the Board of county Commissioners. Eligible repairs include, but are not limited to roofing, electrical wiring, cost of labor and materials, roof replacements or repair, heating landlord cooling systems, appliances, windows and doors etc.

b. Fiscal Years Covered:

2012/2013, 2013/14, 2014/2015

c. Income Categories to be served:

Very-low and Low income

d. Maximum award is noted on the Housing Delivery Goals Charts:

Up to \$40,000

e. Terms, Recapture and Default.

All SHIP funds provided to eligible households will be in the form of a zero (0%) second mortgage, due on sale, transfer, or refinancing. The obligated amount of the loan will be due if any of the above actions take place and must be repaid to the Local Housing Trust Fund as Program Income. The full amount of the loan will be forgiven if the homeowner continuously occupies the unit for seven (7) years. A repayment agreement recorded with the local clerk's office outlines procedures for recapture of deferred loans if home is sold or ownership changes. All recaptured funds will be deposited into the Local Housing Trust Fund as Program Income.

f. Recipient Selection Criteria:

Repairs will be made to existing owner-occupied units whose owner is very-low and low income category in order to maintain an existing house in a healthy and safe environment. A maximum award of SHIP funds per unit will be up to \$40,000. Applicants will be selected and approved on first-come first-serve basis. No assistance will be provided to any property owner who owes property taxes. Mobile homes are ineligible for this program.

g. Sponsor Selection Criteria, if applicable:

N/A

h. Additional Information:

Match funds will be utilized when Jefferson County receives a competitive Community Development Block Grant or any other resource that may become available during the course of this LHAP being implemented.

B. Purchase Assistance Existing with or without Rehabilitation

- a. **Summary of the Strategy: Down Payment/Closing Cost Assistance.** The purpose of this strategy is to assist first time homebuyers by providing down payment and closing cost assistance for new construction and existing affordable housing. This strategy will be coordinated with financial institutions and their affordable loan programs.

- b. **Fiscal Years Covered:**
2012/2013, 2013/2014, 2014/2015

- c. **Income Categories to be served:**
Very-low, Low and Moderate income

- d. **Maximum award is noted on the Housing Delivery Goals Charts:**
\$30,000

- e. **Terms, Recapture and Default.**
All SHIP funds provided to eligible households will be in the form of a zero (0%) second mortgage, due on sale, transfer, or refinancing. The obligated amount of the loan will be due if any of the above actions take place and must be repaid to the Local Housing Trust Fund as Program Income. The full amount of the loan will be forgiven if the homeowner continuously occupies the unit for seven (7) years. A repayment agreement recorded with the local clerk's office outlines procedures for recapture of deferred loans if home is sold or ownership changes. All recaptured funds will be deposited into the Local Housing Trust Fund as Program Income.

- f. **Recipient Selection Criteria:**
An estimated set aside of \$100,000.00 will be expended on the Down Payment Closing Assistance program (which may at the discretion of the county be revised from time to time based on demand and need). The estimated maximum amount of the award will be \$30,000.00 for the very-low income category, \$25,000.00 low-income and \$20,000.00 for the moderate income (adjustments to be made as needed). Each individual chosen to be a participant in the SHIP program will be required to contractually commit to and comply with the program guidelines. Applicants will be addressed on a first come first served basis. Mobile homes are ineligible for this program.
 - a. Down Payment Closing Cost Assistance New Construction -is designed to provide assistance for new construction of affordable housing. Applicants are selected and approved on first-come serve basis. SHIP funds will include 100% of allowable closing costs and down payment.
 - b. Down Payment/Closing Cost for Existing with Rehabilitation-Rehabilitation includes repairs and improvements that are needed for safe, sanitary habitation and/or correction of substantial code violations Applicants are selected and approved on first-come, first served basis. SHIP funds will include 100% of allowable closing costs and the down payment.

g. Sponsor Selection Criteria, if applicable:

N/A

h. Additional Information:

N/A

C. Foreclosure Prevention

a. Summary of the Strategy:

The purpose of this strategy is to help keep SHIP recipients in their homes when threatened by foreclosure and to keep SHIP funded homes in the program when foreclosure happens. This strategy is available only to existing SHIP recipients that are currently within the seven (7) year affordability period for which the county holds a second mortgage.

b. Fiscal Years Covered:

2012/2013, 2013/2014, 2014/2015

c. Income Categories to be served:

Very-low, Low and Moderate Income

d. Maximum award is noted on the Housing Delivery Goals Charts: up to \$2,500

e. Terms, Recapture and Default.

All SHIP funds provided to eligible households will be in the form of a zero (0%) second mortgage, due on sale, transfer, or refinancing. The obligated amount of the loan will be due if any of the above actions take place and must be repaid to the Local Housing Trust Fund as Program Income. The full amount of the loan will be forgiven if the homeowner continuously occupies the unit for seven (7) years. A repayment agreement recorded with the local clerk's office outlines procedures for recapture of deferred loans if home is sold or ownership changes. . All recaptured funds will be deposited into the Local Housing Trust Fund as Program Income.

f. Recipient Selection Criteria:

The maximum one time assistance award will be \$2,500.00 for all income levels. The foreclosure assistance will be added to the original terms of the deferred loan payment and recapture agreement. A SHIP Foreclosure Committee will be established to review, evaluate and assist SHIP recipients facing foreclosure. The goal of the committee will be to keep a recipient in it home through the use of professional counseling and emergency, non-interest bearing loans. The committee will consist of the SHIP Coordinator, AHAC Board Chairman, AHAC Board Member and a representative of the SHIP consulting firm (non-voting). Loans will be granted only to avoid foreclosure. if the situation indicates that the financial crisis is temporary and could be rectified with time and appropriate action, and the recipients must actively participate in financial

counseling.

g. Sponsor Selection Criteria, if applicable:

N/A

h. Additional Information:

N/A

When foreclosure cannot be averted the Grants Office will obtain a professional appraisal of current property value; ascertain the total indebtedness against the property, including first mortgage, SHIP funds and other liens; and determine if the value of the property is at least ten percent (10%) higher than the debt against it. The client will bring all obligations and income to the table for a computation of indebted versus income to determine if it is feasible to implement the foreclosure policy. At the initial meeting the committee will be allowed to direct questions to the client. The committee will then meet without the client being present. After determination is made to prevent foreclosure, a plan will be developed by the committee to be signed by the client and recorded at the County's Clerk of Courts. To verify payments are being made to the lending institution(s) the client will be required to sign an Authorization to Release Information and Third Party Verification forms. In addition, clients will be required to submit proof of monthly payments to the SHIP office for a period of one year.

D. Purchase Assistance New Construction

a. Summary of the Strategy:

New Construction Loan- An estimated set aside of \$100, 000.00 or other amount as determined by the County will be expended to assist non-profit and for profit builders to construct affordable homes for eligible first time homebuyers. Funds provided in this program may be used for construction only. Funds may not be used for land purchases, site development or provision of infrastructure such as water, sewer, well or septic.

b. Fiscal Years Covered:

2012/2013, 2013/2014, 2014/2015

c. Income Categories to be served:

Very Low, Low and Moderate Income levels

d. Maximum award is noted on the Housing Delivery Goals Charts:

e. Terms, Recapture and Default.

Loans to Contractors/Builders will be repaid in full to the SHIP program at closing or within twelve (12) months of issuance, whichever comes first. If closing does not take place within the allotted time, the loan becomes due on the anniversary of the

promissory note. In case of default, a lien will be attached to the property via Jefferson County Clerk's office. Funds are required to be encumbered within twelve (12) months and expended within twenty-four (24) months of the ending of the applicable State Fiscal Year as stated in the Florida Administrative Code, Rule Chapter 67-37.005(6)(f). All recaptured funds will be deposited into the Local Housing Trust Fund as Program Income.

f. Recipient Selection Criteria:

Applicants must meet income guidelines for the program as set forth by the U.S. Department of Housing and Urban Development's (HUD) median family income adjusted for family size. Guidelines provided by HUD and distributed annually by the Florida Housing Finance Corporation. Construction in this program must be for pre-approved SHIP first time homebuyers and for homes within their income capabilities. Clients will have a choice of house plans, selection of utilities, flooring and paint within the parameters of income, grant and total costs.

g. Sponsor Selection Criteria, if applicable: N/A

h. Additional Information: N/A

E. Disaster Mitigation

a. Summary of the Strategy:

The Disaster Strategy provides assistance to households following a natural disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a natural disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

- (a) purchase emergency supplies for eligible households to weatherproof damaged homes;
- (b) interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
- (c) construction of wells or repair of existing wells where public water is not available;
- (d) payment of insurance deductibles for rehabilitation of homes covered under homeowners insurance policies;
- (e) security deposits, rental assistance for the duration of Florida Office of the Governor Executive Order, for eligible recipients that have been displaced from their homes due to damage from a storm;
- (f) other eligible activities as proposed by the County and approved by Florida Housing Finance Corporation,

b. Fiscal Years Covered:

2012/2013, 2013/2014, 2014/2015

c. Income Categories to be served:

Very Low, Low, and Moderate as defined in Section 420.9071(19),(28), Florida Statutes.

- d. Maximum award is noted on the Housing Delivery Goals Charts:**
- e. Terms, Recapture and Default.**
All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture.
- f. Recipient Selection Criteria:**
First come, first served basis
- g. Sponsor Selection Criteria, if applicable:**
N/A
- h. Additional Information:**
SHIP funds at all times must be used for eligible applicants and eligible housing.

III. LHAP INCENTIVE STRATEGIES

A. **Name of the Strategy: Expedited Permitting Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.**

a. **Established policy and procedures: Provide Description:**

Initiative One: Expediting Permitting Process

Current Policy: The Building Inspector/Planning Director is responsible for all phases of the building process including planning, permitting and code enforcement.

Current Status: The Building and Planning Department has implemented a plan that will allow Ship Clients to receive-a permit within forty-eight hours. With the potential growth of the Jefferson County, the planning department is faced with a massive increase of requests for permits. The Jefferson County agrees to allow this Department to prioritize permitting for affordable housing. Developers and Builders who are in the affordable arena will also be allowed to utilize this process. The septic permits are issued through the Health Department and are more involved, however the department has agreed to devise a plan to expedite permits for very-low, low and moderate income or projects to benefit the very-low, low and moderate income. The department has also agreed to perform home inspections at a reduced rate.

Cost Reduction Anticipated: The expediting of permits will allow clients who are transiting from subsidized housing to Down Payment/Closing Cost Assistance to save months of rent enabling them to invest more funds in becoming self-sufficient. The process also saves the developers' and builders' delays in providing units to potential first time home buyers. The cost reductions associated with this process will vary from client to client and from project to project.

B. **Name of the Strategy: Ongoing Review Process An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.**

a. **Established policy and procedures: Provide Description**

Incentive Two: Evaluation of Regulations before Adoption

Current Policy: Jefferson County's Planning Department is responsible for reviewing all local policies, ordinances, regulations and plan provisions that increase the cost of housing- prior to their adoption by the planning 'commission or Board of County Commissioners.

Current Status: All proposed changes of local policies, ordinances, regulations and plan revisions affecting affordable housing must be made in writing to the Jefferson County Building Inspector/Planning Department, who then brings it before the Planning Commission before being adopted by the Board of County Commissioners. This includes any request for zoning change to allow affordable housing.

Recommendations: Jefferson County will be implementing a new step in the policy for any regulations which would be changed to promote affordable housing including but not limited to: impact fees, development rights, setback requirements, zero-lot-lines, street requirements and any other regulations that will directly affect affordable housing. After receiving the request in writing the Building Inspector will notify the SHIP office of the proposed changes, The Affordable Housing Committee will then meet within seven days to discuss the proposed changes and make recommendations to the Building Inspector/Planning Director, who will forward the recommendations to the Planning Commission.

Potential Cost Savings: The savings to very-low, low and moderate persons will vary depending on the extent to which the regulation would affect affordable housing.

Implementation Schedule: The implementation of the above steps allowing the Affordable Housing Committee to review any changes that will affect affordable housing is an ongoing process.

IV. EXHIBITS:

A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.

B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and F.A.C.*

A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.

C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:

Chapter 67-37.005, F.A.C.

Complete HDGC for each fiscal year is attached as Exhibit C.

D. Certification Page: *Chapter 67-37.005(7), F.A.C*

Signed Certification is attached as **Exhibit D Adopting Resolution:** *Section 420.9072(2)(b)*

Original signed, witnessed or attested adopting resolution is attached as **Exhibits E.**

E. Program Information Sheet:

Completed program information sheet is attached as **Exhibit F.**

F. Ordinance: *Section 420.9072(3)(a), F.S.*

If changed from the original ordinance, a copy is attached as **Exhibit G**

Exhibit A Admin Budget

Fiscal Year		
2012 - 2013		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Professional Services	\$	35,000.00
Total:	\$	35,000.00

Fiscal Year		
2013 - 2014		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Professional Services	\$	35,000.00
Total:	\$	35,000.00

Fiscal Year		
2014 - 2015		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Professional Servies	\$	35,000.00
Total:	\$	35,000.00

Based on a distribution of \$350,000/year

TIMETABLE FOR STATE FISCAL YEAR: 2012-2013

Exhibit B

Name of Local Government: Jefferson County

Program Activities	Year																																																				
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12										
Advertise Availability of Funds		X																																																			
Application Period(On-Going)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Start Program Year		X																																																			
Annual Report															X													X															X										
Mid-Year Review/Adjustments							X																																														
End-Year Review/Adjustments													X																																	X							
Encumbrance Deadline																									X																												
Expenditure Deadline																																																	X				
Final Program Review																																																	X				

Directions: Type in the applicable years across the top line.
List Program Activities down left hand side. Type in an "X"
on applicable activity line under month and year the activity will be initiated or completed.
At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR: 2013-2014

Exhibit B

Name of Local Government: Jefferson County

Program Activities	Year																																																	
		Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
Advertise Availability of Funds		X																																																
Application Period(On-Going)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																									
Start Program Year		X																																																
Annual Report																X																																		
Mid-Year Review/Adjustments							X																																											
End-Year Review/Adjustments												X																																						
Encumbrance Deadline																																																		
Expenditure Deadline																																																		X
Final Program Review																																																		X

Directions: Type in the applicable years across the top line.
List Program Activities down left hand side. Type in an "X"
on applicable activity line under month and year the activity will be initiated or completed.
At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

TIMETABLE FOR STATE FISCAL YEAR: 2014-2015

Exhibit B

Name of Local Government: Jefferson County

Program Activities	Year																																											
	Month	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Advertise Availability of Funds		X																																										
Application Period(On-Going)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
Start Program Year		X																																										
Annual Report																X												X														X		
Mid-Year Review/Adjustments							X																																					
End-Year Review/Adjustments											X																																	
Encumbrance Deadline																																												
Expenditure Deadline																																												
Final Program Review																																												

Directions: Type in the applicable years across the top line.
 List Program Activities down left hand side. Type in an "X"
 on applicable activity line under month and year the activity will be initiated or completed.
 At a minimum the following activities should be included:

- 1) Advertise availability of funds and application period
- 2) Encumbrance of funds (12 months following end of State Fiscal Year)
- 3) Expenditure of funds (24 months following end of State Fiscal Year).
- 4) Submit Annual Report to FHFC (September 15th)

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

2012-2013

Please check applicable box, & if Amendment, enter number

New Plan:	X	
Amendment:		
Fiscal Yr. Closeout:	2014-2015	

Name of Local Government: **Jefferson County Board of County Commissioners** Available Funds: **\$350,000.00**

HOME OWNERSHIP STRATEGIES	A		B		C		D	E	F
	Units	Max. SHIP Award	Units	Max. SHIP Award	Units	Max. SHIP Award	Total SHIP Dollars	Total Percentage	Total Units
Owner Occupied Housing Rehabilitation	2	\$40,000	1	\$40,000			\$120,000.00	34.29%	3
Purchase Assistance for Existing Props	2	\$30,000	1	\$25,000	1	\$20,000	\$105,000.00	30.00%	4
Foreclosure Prevention	2	\$2,500	2	\$2,500	2	\$2,500	\$15,000.00	4.29%	6
Purchase Assistance New Construction	1	\$30,000	1	\$25,000	1	\$20,000	\$75,000.00	21.43%	3
Disaster Assistance (upon occurrence of event)							\$0.00	0.00%	0
							\$0.00	0.00%	0
							\$0.00	0.00%	0
							\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	7		5		4		\$75,000.00	90.00%	16

RENTAL STRATEGIES	Units	Max. SHIP Award	Units	Max. SHIP Award	Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0

Administration Fees										\$35,000.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling											0.00%	

GRAND TOTAL	7		5		4		\$75,000.00	\$120,000.00	\$120,000.00	\$350,000.00	100.00%	16
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Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									56%		
Maximum Allowable												
Purchase Price:							New		Existing			

Allocation Breakdown	Amount	%	Projected Program Income:	\$350,000.00	Max Amount Program Income For Admin:	\$35,000.00
Very-Low Income	\$175,000.00	50.0%	Projected Recaptured Funds:	\$0.00		
Low Income	\$95,000.00	27.1%	Distribution:	\$0.00		
Moderate Income	\$45,000.00	12.9%	Total Available Funds:	\$350,000.00		
TOTAL		90.0%				30-May-12

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

2013-2014

Please check applicable box, & if Amendment, enter number

New Plan:	X	
Amendment:		
Fiscal Yr. Closeout:	2015-2016	

Name of Local Government: **Jefferson County Board of County Commissioners** Available Funds: **\$350,000.00**

HOME OWNERSHIP STRATEGIES	VLI		LI		MI		A	B	C	D	E	F
	Units	Max. SHIP Award	Units	Max. SHIP Award	Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Owner Occupied Housing Rehabilitation	2	\$40,000	1	\$40,000			\$0	\$120,000.00		\$120,000.00	34.29%	3
Purchase Assistance for Existing Props	2	\$30,000	1	\$25,000	1	\$20,000			\$105,000.00	\$105,000.00	30.00%	4
Foreclosure Prevention	2	\$2,500	2	\$2,500	2	\$2,500			\$15,000.00	\$15,000.00	4.29%	6
Purchase Assistance New Construction	1	\$30,000	1	\$25,000	1	\$20,000	\$75,000.00			\$75,000.00	21.43%	3
Disaster Assistance (upon occurrence of event)										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	7		5		4		\$75,000.00	\$120,000.00	\$120,000.00	\$315,000.00	90.00%	16

RENTAL STRATEGIES	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
	Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0

Administration Fees										\$35,000.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling											0.00%	

GRAND TOTAL	7		5		4		\$75,000.00	\$120,000.00	\$120,000.00	\$350,000.00	100.00%	16
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Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									56%		
Maximum Allowable												
Purchase Price:							New		Existing			

Allocation Breakdown	Amount	%	Projected Program Income:	\$350,000.00	Max Amount Program Income For Admin:	\$35,000.00
Very-Low Income	\$175,000.00	50.0%	Projected Recaptured Funds:	\$0.00		
Low Income	\$95,000.00	27.1%	Distribution:	\$0.00		
Moderate Income	\$45,000.00	12.9%	Total Available Funds:	\$350,000.00		
TOTAL		90.0%				

30-May-12

FLORIDA HOUSING FINANCE CORPORATION

HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:

Please check applicable box, & if Amendment, enter number

New Plan:	X
Amendment:	
Fiscal Yr. Closeout:	2016-2017

2014-2015

Name of Local Government: **Jefferson County Board of County Commissioners** Available Funds: **\$350,000.00**

HOME OWNERSHIP STRATEGIES	A		B		C		D		E		F	
	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
Owner Occupied Housing Rehabilitation	2	\$40,000	1	\$40,000			\$0	\$120,000.00		\$120,000.00	34.29%	3
Purchase Assistance for Existing Props	2	\$30,000	1	\$25,000	1	\$20,000			\$105,000.00	\$105,000.00	30.00%	4
Foreclosure Prevention	2	\$2,500	2	\$2,500	2	\$2,500			\$15,000.00	\$15,000.00	4.29%	6
Purchase Assistance New Construction	1	\$30,000	1	\$25,000	1	\$20,000	\$75,000.00			\$75,000.00	21.43%	3
Disaster Assistance (upon occurrence of event)										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 1 (Home Ownership)	7		5		4		\$75,000.00	\$120,000.00	\$120,000.00	\$315,000.00	90.00%	16

RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
										\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0

Administration Fees										\$35,000.00	10.00%	
Admin. From Program Income											0.00%	
Home Ownership Counseling											0.00%	

GRAND TOTAL	7		5		4		\$75,000.00	\$120,000.00	\$120,000.00	\$350,000.00	100.00%	16
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Percentage Construction/Rehab	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										56%	
Maximum Allowable												
Purchase Price:							New		Existing			

Allocation Breakdown	Amount	%	Projected Program Income:	\$350,000.00	Max Amount Program Income For Admin:	\$35,000.00
Very-Low Income	\$175,000.00	50.0%	Projected Recaptured Funds:	\$0.00		
Low Income	\$95,000.00	27.1%	Distribution:	\$0.00		
Moderate Income	\$45,000.00	12.9%	Total Available Funds:	\$350,000.00		
TOTAL		90.0%				

30-May-12

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Name of Local Government: Jefferson County, Florida

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.
- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.
- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.

Page 2
Certification

- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e).
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida has or X *has not* been implemented. (note: Miami Dade County will check "has")

Witness

Stephen Fulford, Chairman

Printed Name and Title

Date

Witness

Printed Name and Title

(Seal)

A RESOLUTION OF THE **BOARD OF COUNTY COMMISSIONERS OF THE JEFFERSON COUNTY, FLORIDA** APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the County's Housing Office or representative has prepared a three-year Local Housing

Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the Jefferson County Board of County Commissioners finds that it is in the best interest of the public for Jefferson County to submit the 2012 – 2015 SHIP Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS that:

Section 1: The Board of County Commissioners of Jefferson County hereby approves the 2012 - 2015 Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2012/2013, 2013/2014 and 2014/2015.

Section 2: The Chairman of the Board of County Commissioners of Jefferson County is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that Jefferson County Board of County Commissioners adopts the 2012-2015 SHIP Local Housing Assistance Plan (LHAP).

PASSED AND ADOPTED THIS _____ **DAY OF** _____, 2012.

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

Stephen Fulford, Chairman

ATTEST:

APPROVE AS TO FORM:

Kirk Reams, Clerk of Courts

County Attorney

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET

LOCAL GOVERNMENT: Jefferson County Board of County Commissioners

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): Stephen Fulford, Chairman

ADDRESS: 1 Courthouse Circle, Monticello, FL 32344

SHIP ADMINISTRATOR: Meridian Community Services Group, Inc.

ADDRESS: 1500 Mahan Drive, Suite 150, Tallahassee, Florida 32308

TELEPHONE: (850)877-1908 FAX: (850)878-8785

EMAIL ADDRESS: Esrone McDaniels, (emcdaniels@meridserv.com)

ADDITIONAL SHIP CONTACTS: Lola Hightower, Grants Coordinator

ADDRESS: 445 W Palmer Mill Road, Monticello, FL 32344

EMAIL ADDRESS: lhightower@jeffersoncountyfl.gov

INTERLOCAL AGREEMENT: YES/NO (IF yes, list other participants in the inter-local agreement):

The following information must be furnished to the Corporation before any funds can be disbursed.

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: 59-6000690

MAIL DISBURSEMENT TO: Jefferson County Board of County Commissioners

ADDRESS: 445 W Palmer Mill Road, Monticello, FL 32344

OR: IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED FORM:

NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST, STE 5000
TALLAHASSEE, FL 32301 Fax: (850)488-9809

**ITEM 5(e): ORIGINAL FLORIDA TOURISM
TASK FORCE VOLUNTEER POSITION**

June 1, 2012

The Jefferson County Tourist Development Council wishes to present Tim Peary with an award thanking him for his service on the Original Florida Tourism Task Force at the June 7th BOCC meeting.

Nancy Wideman

MEMORANDUM

TO: JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

FROM: NANCY WIDEMAN, JEFFERSON COUNTY TOURIST DEVELOPMENT COUNCIL

SUBJECT: APPOINTMENT TO ORIGINAL FLORIDA TOURISM TASK FORCE

DATE: 6/1/12

CC: KIRK REAMS, CLERK OF COURT

Attached is the ad placed by the TDC to advertise an opening on the Original Florida Tourism Task Force. The ad ran Wednesday, May 23, Friday, May 25 and Wednesday, May 30. The only response to the ad was made by Rev. Dick Bailer whose application is attached and meets the other requirements stated in the ad.

The Tourist Development Council recommends approval of Rev. Bailer to serve on the Original Florida Tourism Task Force.

**JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION**

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. Original Florida Tourism Task Force Board

2. _____

Name: Dick Bailar

Address: 445 Melrose Drive Mooonticello, FL 32344 _____

Telephone: (Home) 850-997-0676 _____)
_

Preferred Contact # Home (x) Cell () Work ()

E-Mail Address: rjbailar@gmail.com

Are you: Jefferson County Registered Voter? Yes No

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: Retired, ordained minister_

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes No

If yes, please provide the name of the Board or Committee:

1. Contractor's License Board, HAP Board (SHIP, CDBG, VOUCHERS) _ . _

2. Legislative Committee

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

I have regularly attended TDC meetings and participated in its activities for 6 or 7 years. I have a deep commitment to the economic and tourist development of Jefferson County. I am able to devote requisite time and resources

Academic - Degrees, Diplomas SEE ATTACHE3D RESUME

Professional - Certifications

Knowledge - Training, interests, or experience

Community Involvement - List organizations/positions

Organizations - Membership

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision and all members of bodies exercising planning, zoning, or natural resources responsibilities are required to file a financial disclosure form within 30 days after appointment and annually thereafter for the duration of the appointment as required by Chapter 112, F.S. If appointed, please contact the County Supervisor of Elections to obtain the applicable disclosure forms.

Terms on various boards and agencies vary and may be for a period up to three years. Appointments expire on the last day of August of each year on a staggered basis. In addition, vacancies occur throughout the year for various reasons and vacancies are filled for the remainder of the unexpired term. If any vacancy is for a period of less than six months, the Board of County Commissioners, at their discretion, may appoint an individual for the remainder of the current term, plus one full term at the time of appointment. County boards and agencies play a vital part in our community. You are encouraged to submit an application for appointment to a County board or agency prior to board appointment deadlines. The deadline to accept any application for annual appointments is 5:00 p.m. Wednesday of the week preceding the Regular Commission Meeting on the first Thursday of the month of August. There is no deadline for accepting applications to fill vacancies. For information concerning any board or agency or the appointment process, please call the Office of the County Coordinator at the Courthouse Annex, (850)342-0287, or visit our website at www.jeffersoncountyflorida.gov.

COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344

Applicant Signature

Date

Richard Bailar

May 30, 2012

Staff Use Only: Appointed: Yes ___ No ___ Term Expiration Date: _____

Date Notified: _____

Vita 04/01/2011

The Rev. Dr. Richard J. Bailar, Retired, (dob) 12/29/28

445 Melrose Drive, Monticello, FL 32344 850-997-0676

Pastor Emeritus Coral Gables Congregational Church, UCC

EDUCATION: B.A. . Ripon College, Ripon, WI

M.Div. Union Theological Seminary, New York City

D.D. Ripon College "Distinguished Alumni, Class of '51"

Graduate study: U of Wisconsin, Columbia University

FAMILY: Wife, Friedel, 5 children, 10 grandchildren, 3 great grandchildren

MILITARY SERVICE:

Army, Sergeant, end of WWII, Occupation of Japan, 2 years.

Infantry Captain, Korean War, service in Germany w/CIA, 3 years.

PROFESSIONAL:

Youth Minister, Riverside Church, NYC. 1953

Youth Minister, Huguenot Memorial, Pelham, N.Y. '54

Senior Minister, Union Congregational Church, Peterborough, N.H. '55-'58

Associate Minister, First Congregational Church, Western Springs, Ill.

Senior Minister, First Cong'l Church, Oak Lawn, Ill. '58 - '67

Senior Minister, Congregational Church, Coral Gables, 1967 to 1991

Board of Directors, New Hampshire State Conference, UCC.

Board of Directors, Illinois State Conference, UCC.

Board of Directors, UCC National Board of Homeland Ministries

President, Board of Directors, Florida Conference, UCC.

Moderator, Florida Conference, UCC.

Chairman, Endowment Board, Florida Conference, UCC

Executive Director, Interfaith Commission of Greater Miami.

Board of Directors, Miami Coalition of Religious Leaders.

Chaplain, 1972 Democrat and Republican Conventions, Miami Beach

Miami Jewish Federation: Delegate. Conference on Soviet Jewry

South Florida Protestant Representative: Pope John Paul visit to USA

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R. J. Bailar (Vita Continued)

COMMUNITY:

Founder/Chairman, Oak Lawn, Illinois, Family Counseling Service.
Founder, Off-Flight Help, Flight Attendant counseling agency
Founder and Chairman, Bewildered Parents Agency, Miami
Host/Director, "Profile," WIND radio, Chicago.
Host/Director, "Let's Talk About Life" WKAT radio , Miami.
Host, "Life in South Florida," WLYF-TV and WFUN-TV , Miami.
Host, "Protestant Worship Hour" WPLG-TV, Miami.
Director, V-P, USA State Department Council for International Visitors, Miami
Youth Advisory Board, City of Coral Gables, FL
Vice-Chairman. Historic Preservation Board. Coral Gables, FL
(Obtained historical Biltmore Hotel and Golf Course for City)
Chairman, Biltmore Hotel Advisory Board, Coral Gables, FL
Chairman, City of Coral Gables, FL, Cable TV Board

RETIRED 01/01/1991

JEFFERSON COUNTY COMMUNITY

PAST ACTIVITIES

Gov. Chiles Appointee, Apalachea Regional Planning Council
Chairman, Historic Preservation Grants Board, Monticello, FL
(Obtained grants for Opera House and Court House)
Co-Founder, Committee of 99, Monticello, FL
Executive Committee, Monticello Mainstreet Program
Chairman, Florida Sesquicentennial Committee, Jefferson County
Board of Directors, Monticello Opera House
Chairman, Chamber SR19 By-Pass Committee, \$275,000 study grant
Chairman, Building Fund, BSA Eagles Nest, Monticello, FL
Chairman, BSA Eagles Nest Foundation
Vive-Chair 2000 Census Redistricting Board

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Founding Member, Jefferson County Educational Foundation

R.J. Bailar (Vita Continued)

Board of Directors, Seminole Boosters

President, Ashville Area Property Owners Assoc, Jefferson County, FL.

CURRENT ACTIVITIES Community involvement as of 01/01/10

Chairman, HAP, Jefferson County Housing Assistance Program

Oversees SHIP, State Housing Initiative Partnership Board

CDBG, Community Development Block Grants Board

Housing voucher Program (formerly Sec. 8, Federal)

Chairman, UDC, Utility Development Committee

Secretary, Jefferson County Legislative Committee

Commissioner or Member (County)

Commissioner, County Contractor's Licensing Board

Member, TDC, Tourist Development Council

Community

Chamber of Commerce, Member, Past Director

(Past Recipient, President's, Centennial, and Morris Awards)

Monticello Opera House, Sponsor, Past Director

Jefferson Arts, Sponsor

Chairman, BSA, Eagles Nest Endowment Fund

Regional

Member, ARPC/CEDS, Apalachee Regional Planning Council,

Community Economic Development Strategies

Delegate, Florida Clean Energy Congress

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NOTICE

The Jefferson County Tourist Development Council is accepting applications for a volunteer position on the Original Florida Tourism Task Force. Applicants must be able to attend TDC meetings on the first Monday of each month at 9:00 am, attend Original Florida meetings in various counties in the region on the third Thursday of each month at 10 am and complete a volunteer application which can be found on the Clerk of Court's web site or at the County Coordinator's office. The Board of County Commissioners will make the final appointment. Deadline for applications is May 31, 2012. For additional information contact Nancy Wideman at 997-0517.

5/23, 25, 30, c.

ITEM 5(h): JUNE 1ST TAX ROLL ESTIMATES



Jefferson County
 Office Of The Property Appraiser
 Angela Gray, CFA Property Appraiser

MEMORANDUM

Date: June 1, 2012
 To: All Taxing Authorities of Jefferson County
 From: Angela C. Gray, CFA
 Re: Estimated Taxable Value as of June 1, 2012

Preliminary tax roll values are being provided pursuant to Chapter 200.065(8). Listed below are June 1st estimates of total adjusted taxable value of non-exempt property. These figures do not include new construction less demolition totals. It is important to note that the values listed below are estimates only and are subject to change prior to the preliminary tax roll figures that will be provided on June 27, 2012.

Taxing Authority	Estimated Adjusted* Taxable Value
City of Monticello	\$ 85,948,915
Jefferson County Board of County Commissioners	\$531,578,402
Jefferson County Board of Instruction	\$585,978,879
Northwest Florida Water Management District	\$365,149,580
Suwannee River Water Management District	\$167,309,248

**Adjusted figures are taxable value less new construction less demolition value*

Non-Ad valorem Assessments

**Jefferson County Fire Assessment Fund
 (Ordinance No. 89-1;89-4)**

	Estimated # of Units
F01 & F02 100% of Flat Rate (3038+2347)	5,385 units
F03 50% of Flat Rate	105 units
F04 Commercial sq. ft.	1,429,980 sq. ft.

**Jefferson County Solid Waste Fund
 (Ordinance No. 89-3)**

	Estimated # of Units
L01 & L02 & L03 100% of Flat Rate (3538+2250+235)	6,023 units
L04 Commercial sq. ft.	1,571,451 sq. ft.



Jefferson County
Office Of The Property Appraiser

Angela Gray, CFA Property Appraiser

MEMORANDUM

Date: June 1, 2012

To: Board of County Commissioners

From: Angela C. Gray, CFA

Re: Estimated Fiscally Constrained County Reimbursement
2012-13 as of June 1, 2012

The Property Appraiser's Office has run preliminary Fiscally Constrained County Reimbursement figures for Amendment One and Four Exemptions. This funding is provided annually by the Florida Legislature for up to 95% of the County's Tax Loss.

The following are estimated reimbursement figures to date based on the 2011-12 Millage Rates at 100%:

Reduction Due to Amendment 1	Reduction Due to Amendment 4	Grand Total
\$ 528,045	\$64,416	\$592,461
		95% of this value \$562,838



Jefferson County
Office Of The Property Appraiser

Angela Gray, CFA Property Appraiser

MEMORANDUM

Date: June 1, 2012
To: Board of County Commissioners
From: Angela C. Gray, CFA
Re: Estimated Low-Income Senior Exemptions as of June 1, 2012

The Property Appraiser's Office has processed the first year of applications for the new County \$15,000 Additional Homestead Exemption for Low-Income Senior Citizens. The following are the results to date:

Qualified Applicants	Exempt Value	Tax Revenue per 2011-12 Millage Rates
83	\$892,126	\$7,425

The amount of savings per individual applicant varies based on the assessed value per property. An average savings can be assumed of \$89.00 per applicant.

**ITEM 5(o): REPORT ON FORD RANGER &
JOHN DEERE RENTAL**

Jefferson County Road Department
1484 S. Jefferson Street Monticello, Fl. 32344
Telephone (850)997-2036 Mobile (850) 528-0555 Fax (850)997-6760
David R. Harvey, Superintendent

May 17, 2012

Roy Schleicher
County Coordinator
Monticello, Fl.

1. The insurance paid all the repairs less our \$1000.00 deductible. We sent Henry a copy of the file. The truck was sent to Tallahassee to pick up a mower part. Eric Adams was the employee driving. His drug screen came back negative. According to the accident report He pulled into oncoming traffic.

David R. Harvey,
Road Superintendent

Jefferson County Road Department
1484 S. Jefferson Street Monticello, Fl. 32344
Telephone (850)997-2036 Mobile (850) 528-0555 Fax (850)997-6760
David R. Harvey, Superintendent

May 17, 2012

Roy Schleicher
County Coordinator
Monticello, Fl.

2. After researching industry standards for horse arena flooring, it was determined to install road base, cover with fat clay and dress out the top with sand. Jed Dillard told me he was not clear if he had the funding for the sand but to invoice his agency and if he did not the road dept. would pay as the soils at the site would not work properly if the sand was not added. I helped to get the show on the road. The sand was installed by your contractor. The road dept. only delivered to stock pile area. It was left with the understanding if the contractor did not want to use or deemed it unnecessary we would use on roads. The contractor on his own installed the sand.

David R. Harvey,
Road Superintendent

Jefferson County Road Department
1484 S. Jefferson Street Monticello, Fl. 32344
Telephone (850)997-2036 Mobile (850) 528-0555 Fax (850)997-6760
David R. Harvey, Superintendent

May 17, 2012

Roy Schleicher
County Coordinator
Monticello, Fl.

3. The coordinator's office in December 2011 requested we haul material to build piles to install light poles. It was determined the poles would not stand up unless the whole area was filled. We hauled several hundred loads in January and February 2012 and used the dozer from our quarry to push and compact until the quarry requested it back.

Then in late April 2012 Mike Holms requested we finish the new ball park. I requested information from the coordinator and then scheduled to haul material from College park to ball field. After hauling all the stock pile from this site we started excavating the hill adjacent to the new babe ruth field to build future parking lot. The D6 was tied up at the quarry so we rented a John Deere 650 from Flint Equipment at \$3600.00 per month as CAT was \$4250.00 per month. We are using road dept. budgeted funds for this project. I have Tammie building a file to track our expenses.

David R. Harvey,
Road Superintendent

May 29, 2012

TO: David Harvey
FROM: Roy Schleicher
RE: Miscellaneous Letters - Ford Ranger Pickup Truck, Work Horse Arena Floor & Work on Extending Recreation Park Ball Field

David -

I'm pleased that you had the experience of a jury trial. As we agreed, I'm now responding to the letters you sent to me last week in response to Commissioner Barfield's questions. The three (3) letters refer to:

1. The accident with the Ford Ranger Pickup
2. Work and materials used on the Horse Arena floor
3. Work on Extending the Recreation Park Ball Field

My comments regarding the letters -

1. The Ford Ranger Pickup. I'd prefer an attached copy of the accident report or at least information on damages to both vehicles, the injuries in the accident if any, and if our driver was cited in the accident. And, has all of the required information been sent to Mr. McNeill? Overall I think Commissioner Barfield and I will want additional information as I've suggested above. I was not notified of the accident. If I had been told I would have been able to respond when this issue came up at the BOCC meeting.
2. First, how did the Road Department get involved in the Horse Arena? Who researched the "industry standards?" And, it is not "your (my) contractor" - he did not work for me. Your letter did not respond the need for the rented bulldozer. Is this rental included in the dollars available from the budget? The "plan" for the arena did not include any participation by the Road Department. If that changed I should have been told.
3. First, it is not a "new ball park." It is the extension of an existing field. The hauling of material to the extended field, as you were told, is to be done only when road department resources are available. Excavating the hill adjacent to the Babe Ruth Field was your idea and was not requested by Mike Holm or my office. The Road Department's "new" parking area is a substantial amount of work that now begun must be finished.

I will forward your letters whenever you tell me they are finished. My intent is to send the letters to all of the commissioners and then proceed to place the item on the agenda if Commissioner Barfield so requests.

Please let me know when you are completed with the requested letters.