



# BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny" Bishop**  
District 1

**John Nelson, Sr.**  
District 2

**Hines F. Boyd**  
District 3

**Betsy Barfield**  
District 4

**Stephen Walker**  
District 5

**Regular Session Agenda  
July 2, 2013 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**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
  - a) **Heritage Roads Resolution** – Comm. Boyd
  - b) **Redistricting Discussion/Prison Population** – Comm. Barfield
  - c) **Tax Collector Litigation Issue** – Attorney Bird/Lois Howell-Hunter
6. **County Coordinator's Report**
  - a) **FY 2013-2014 SHIP Allocation Certification**
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.

## **ITEM 5(a): HERITAGE ROADS RESOLUTION**

RESOLUTION NO. 1-100213-01

RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS TO DESIGNATE AND PROTECT  
HERITAGE ROADS

WHEREAS Jefferson County was one of the first Florida counties to be settled after Florida became a US Territory;

WHEREAS the early settlers of Jefferson County established a network of public roads to permit agricultural and other commerce;

WHEREAS some of those road were built along trails previously used by native Americans and Spanish settlers;

WHEREAS most of these historical roads have been abandoned or modified beyond recognition;

WHEREAS Jefferson County is one of the only counties in Florida that has preserved the look and character of a small part of its historical road network; and

WHEREAS the Board of County Commissioners recognizes the value of preserving and maintaining these heritage roads for the enjoyment of future generations

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA THAT:

1. The Board shall recognize and designated the remaining unpaved portions of the following roads as HERITAGE ROADS:
  - a. Old St. Augustine Rd.
  - b. Avalon Rd.
  - c. S. Barber Hill Rd. (Old St. Augustine Rd.)
  - d. Gum Swamp Rd (Old Greenville-Quitman Rd.)
  - e. Brock Rd. (Old Salt Rd.)
  - f. Groover Rd. (Old Salt Rd.)
  - g. Cocroft Rd. (North Miccosukee Trails)
  - h. Georgia Forks Rd. (North Miccosukee Trails)
  - i. West Lake Road, North (Old Festus Rd, North Miccosukee Trails)
2. As long as the average daily traffic count on designated HERITAGE ROADS does not exceed 500 vehicle trips per day over a 24 month period, the Board shall preserve and protect the existing roadside canopy and shall maintain the road surface in an unpaved but easily drivable condition.
3. The Board shall cause the provisions of this Resolution to be codified in a Heritage Road Protection Ordinance.

RESOLVED this 2nd day of July 2013.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF JEFFERSON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Kirk Reams, Clerk

BY: \_\_\_\_\_  
John Nelson, Chairman  
(As approved by the Board on July 2, 2013)

**ITEM 6(a): FY 2013-2014 SHIP ALLOCATION  
CERTIFICATION**

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**From:** Esrone McDaniels [<mailto:EMcDaniels@meridserv.com>]  
**Sent:** Tuesday, June 25, 2013 3:57 PM  
**To:** Parrish Barwick  
**Cc:** Wallisa Cobb; Jay Moseley; Esrone McDaniels  
**Subject:** 2013 - 2014 SHIP Allocation Certification

Greetings Mr. Barwick– I have completed the 2013-2014 SHIP Certification that needs to be submitted to Florida Housing by June 30, 2013. However, I need to know if this needs to be approved by the BOCC. The deadline is least important. If the County requires this to go before the BOCC, please let me know so that I can be prepared to attend the meeting to present the item to the BOCC. The attached document basically accepts the SHIP allocation and specifies that the County will comply with the new statutory requirements which are as follows:

- 20% of the funds must be used for special needs
- Only 3% can be used for admin vs. the typical 10%
- Funds have to be used within 2 years vs. 3 years. Any unused funds will revert back to the State's Trust Fund

Above are the three major changes. This certification is acknowledgement by the County that it will comply. Also, the County is slated to receive an additional \$350,000 by July 15, 2013. Meridian would like the opportunity to chat with the County about the administrative fee which is not sufficient to cover any level of costs. The admin fee allowed is approximately \$10,500 to implement the entire grant. However, the state is entertaining allowing the cities/counties to use "project delivery" as a means to compensate for the loss of admin. This will require a Technical Amendment to the County's LHAP should this be the route the county seeks to go.

Let's discuss this next week if possible. Thanks

Esrone McDaniels, III, MPA, Assistant Director  
Community Services Division (formerly Meridian Community Services Group, Inc.)  
Government Services Group, Inc.  
Phone: 850.877.1908 Fax: 850.878.8785  
Website: [www.meridiancommunitysolutions.com](http://www.meridiancommunitysolutions.com)

**State Housing Initiative Partnership (SHIP) Program  
Fiscal Year 2013-2014 Funding Certification**

**Name of Local Government**

Jefferson County Board of County Commissioners

**Projected Allocation\***

\$350,000.00

**\*see allocation chart attached to this document**

<b>Strategies</b>	<b>Category (HO or Rental)</b>	<b>Existing or New Strategy</b>	<b>Special Needs Eligible*</b>	<b>Total Units to be Served</b>	<b>Total \$ Amount to be Expended</b>
Purchase Assistance	HO	Existing	Yes	3	\$90,000
Owner Occupied Rehab	HO	Existing	Yes	6	\$249,500
<b>Total must equal total allocation for 2013-2014 minus administrative costs</b>					<b>\$339,500</b>

\*For strategies targeting the Special Needs requirement, describe the process that will be utilized to ensure this goal is met:

Pursuant to the statute, the County will ensure that its evaluation mechanism gives priority to those persons with special needs. Jefferson County will conduct outreach via publishing in the newspaper, the County's webpage as well as postings in County buildings so that the public is aware that funding is available for this purpose. Additionally, the Housing Department will work with agencies in Jefferson that frequently work with those persons and/or families that meet the definition of Chapter 420.0004(13), Florida Statutes. As afore-referenced, those persons and/or families meeting the definition of special needs are eligible to receive assistance under any strategy identified above. Should the County not receive enough applications to satisfy the statutory requirements, the County will explore other meaningful methods to ensure that it has exhausted all mechanisms to reach out to the special needs population. All efforts will be documented.

Instructions for Completing Chart:

1. For **Strategies**:
  - a. Only list strategies that you plan to fund with the 2013-2014 FY SHIP allocation.
  - b. List the strategies by the name as it appears in your approved, current LHAP. If it is a new strategy, which can be noted in the third column, list the strategy name that will be proposed in your LHAP amendment.
  - c. All strategies must conform to the restrictions as described in the legislative language below as well as all existing SHIP requirements.
  - d. If you choose to add a new strategy to address the new program requirements, that requires a formal amendment. Funds expended on a non-approved strategy will be subject to recapture.
2. For **Category**: select homeownership (HO) or rental.
3. For **Special Needs**: Answer yes or no as to whether or not the strategy will address special needs households as required in the legislative language as part of meeting the 20% minimum requirement. This does not mean that the strategy has to specifically mention special needs households, but rather special needs households will be targeted and tracked with the strategy.
4. For **Units**: state number of households to be addressed in the strategy. This does not need to be broken down by income category for this chart.
5. For **Total**:
  - a. State the total funding amount dedicated for each strategy.
  - b. Total all strategies. This total should equal the allocation minus up to 3% for administration costs.

**Proposed Administration Costs\*:**

\*Local governments may not use more than 3 percent of their allocations under this section for administrative costs.

**Legislative Language**

Except as otherwise specified in this section, local governments must use this funding according to the SHIP statute and rules and within the parameters of their adopted local housing assistance plan.

(2) All funding appropriated under this section must be targeted for one or more of the following strategies:

- (a) Rehabilitating or modifying owner-occupied houses, including blighted homes or neighborhoods.
- (b) Assisting with purchases of existing housing, with or without rehabilitation.
- (c) Providing housing counseling services.
- (d) Providing lease-purchase assistance.

(e) Implementing strategies approved by FHFC which are related to assisting households and communities impacted by foreclosures, using existing housing stock.

(3) Of the funding provided in this section, each local government must use a minimum of 20 percent of its allocation to serve persons with special needs as defined in s. 420.0004, Florida Statutes. Before this portion of the allocation is released by FHFC, a local government must certify that it will meet this requirement through existing approved strategies in the local assistance plan or submit a new local housing assistance plan strategy for this purpose to the FHFC for approval to ensure that it meets these specifications. The first priority of these special needs funds must be to use them for persons with developmental disabilities as defined in s. 393.063, Florida Statutes, with an emphasis on home modifications, including technological enhancements and devices, which will allow homeowners to remain independent in their own homes and maintain their homeownership.

(4) Local governments may not use more than 3 percent of their allocations under this section for administrative costs.

### **Expenditure Deadlines**

Except as otherwise provided in section 7 of this act, notwithstanding s. 216.301, Florida Statutes, and pursuant to s. 216.351, Florida Statutes, entities to which funds are appropriated pursuant to this act may expend such funds through the 2014-2015 fiscal year. Any funds that are **encumbered by June 30, 2015, must be disbursed (expended) by September 30, 2015**. On September 30, 2015, any funds that remain undisbursed must be transferred to the State Housing Trust Fund within the Department of Economic Opportunity. There is no provision for an expenditure extension.

### **Certifications for SHIP Fiscal Year 2013-2014 Funding**

#### **Jefferson County agrees that:**

*Local Government Name*

1. The city/county has read and understands the legislative language as outlined in this document and as found in its entirety  
at: <http://www.flsenate.gov/Session/Bill/2013/1852/BillText/er/HTML>
2. The city/county understands that we are required to meet the goals as described in the language for the allocation of SHIP funds for fiscal year 2013-2014 in addition to meeting all other SHIP program requirements in section 420.9071-9079, Florida Statutes and chapter 67-37, Florida Administrative Code.
3. The city/county will use at least 20% of the allocation of SHIP funds for fiscal year 2013-2014 for special needs households as defined in 420.0004 (13)\*\* through approved strategies or by incorporating new strategies, prioritizing funding for persons with developmental disabilities as defined in s. 393.063 (9), Florida Statutes\*\*\*, with an emphasis on home modifications, including technological enhancements and devices.



4. The city/county agrees to tracking each household for special needs and will report such data as part of the annual report or as requested by FHFC.
5. The city/county agrees to expend no more than 3% of fiscal year 2013-2014 SHIP allocation for our administrative costs to run the SHIP program.
6. The city/county understands that the expenditure deadline for this funding is September 30, 2015, and that there is no provision for expenditure extensions.

*\*\* 420.0004 (13), F.S. "Person with special needs" means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits.*

*\*\*\*393.063 (9), F.S. "Developmental disability" means a disorder or syndrome that is attributable to retardation, cerebral palsy, autism, spina bifida, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.*

**Authorized Signature:**

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Name

Signature

Date: \_\_\_\_\_

Please return this completed form as a PDF document to [robert.dearduff@floridahousing.org](mailto:robert.dearduff@floridahousing.org)