



# BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"  
Bishop**

District 1, Vice-Chair

**Eugene Hall**

District 2

**Hines F. Boyd**

District 3

**Betsy Barfield**

District 4, Chair

**Stephen Walker**

District 5

**Regular Session Agenda  
February 17, 2015 at the Courthouse Annex  
435 W. Walnut St. Monticello, FL 32344**

1. **6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
3. **Consent Agenda**
  - a) **February 3, 2015 Regular Session Minutes**
  - b) **TDC Requests**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
5. **General Business**
  - a) **Tecumseh Road/North Barber Hill Road Bid Recommendations** – Kirk Reams/Daryle Gray
  - b) **Planning Commission Appointment** – Commissioner Hall
6. **PUBLIC HEARING – FAIR HOUSING ORDINANCE**
7. **County Coordinator**
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

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

## **ITEM 3: CONSENT AGENDA ITEMS**

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR SESSION  
February 3, 2015

The Board met this date in regular session. Present were Chairperson Benjamin “Benny” Bishop, Betsy Barfield, Hines Boyd, Eugene Hall and Stephen Walker. Also present were County Coordinator Parrish Barwick, County Attorney Buck Bird and Clerk of Court Kirk Reams.

**ITEM 1: Call to Order, Invocation, Pledge of Allegiance**

1. Chairman Benny Bishop led the Invocation and Pledge of Allegiance.

**ITEM 2: Public Announcements, Presentations & Awards**

2. Citizen Amy Rosmina stated she would love the County Commissioners to attend the Relay for Life event on April 17<sup>th</sup>.
3. Citizen Troy Avera stated the First Floridians First Americans conference would be October 1<sup>st</sup> – 3<sup>rd</sup> and that he would like to see the Commissioners attend if possible. Commissioner Boyd noted that we had archaeological jewel in Jefferson County, to which Dick Bailar concurred and thanked the Board for their support.

**ITEM 3: Consent Agenda**

4. Commissioner Barfield requested pulling the consent agenda for discussion.

**ITEM 5a: Mine Joint Venture Proposal**

5. Commissioner Boyd requested postponing this item. Citizen Troy Avera stated he had spoken with Randy Hatch about a proposal and visited both Mr. Hatch’s mine as well as our own. He stated his opinion that Mr. Hatch would be an excellent match for a joint venture. Commissioner Barfield wanted the record to reflect that it was not the County Coordinator’s decision to sell the equipment at the mine, but rather it was a Board decision.

**ITEM 3(a) Consent Agenda: Updated CDBG Policies and Resolution**

6. County Coordinator Parrish Barwick introduced this item and stated that over the summer a non-discrimination and ADA compliance policy was implemented. He stated these were more policies the county needed to implement in order to continue with the program. Citizen Paul Henry stated the county could do better than the CDGB “black hole” and that the current plan was not sustainable. Citizen Delphin Simpkins-Hill inquired as to where the money from this program was allocated, to which County Coordinator Barwick stated various housing projects in the county. David Fox with Fred Fox Enterprises fielded several questions regarding these policies and stated he was requesting the Board adopt the policies and resolution. **Commissioner Barfield made a motion to adopt the Fair Housing ordinance, to which Commissioner Walker seconded for discussion.** County Attorney Buck Bird stated that there would need to be a public hearing in order to pass an ordinance. **Commissioner Barfield withdrew her motion and Commissioner Walker withdrew his second. On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the Board accepted items 2-6 of the CDBG policies. On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried, the Board approved moving forward with advertising the Fair Housing ordinance.**

**ITEM 5b: RFP-SHIP Program Contracted Consultant**

7. County Coordinator Barwick introduced this item and stated that the committee that scored the proposals recommended Government Services Group, who is currently contracted, to continue as the county's consultant. **Commissioner Walker made a motion to accept the recommendation of GSG to which Commissioner Hall seconded for discussion.** Commissioner Barfield asked who our current contact with GSG was, to which County Coordinator responded Jay Moseley. **The motion carried unanimously.**

**ITEM 5c: RFP-Construction Services/Industrial Park Project**

8. County Coordinator Barwick stated that after the proposals it was the recommendation to hire Nature Bridges as the approved Construction Manager for the project. **A motion was made by Commissioner Walker, to which Commissioner Boyd seconded for discussion.** Commissioner Barfield inquired about the agreement, to which County Coordinator Barwick stated the county would guarantee the loan. Economic Development Director Julie Conley stated they did not know the total cost at this point but it would be amortized over 7 years and paid off by that point. Commissioner Boyd stated he did not see this as a serious risk for the county. **The motion carried 4 to 0 (Bishop abstained).**

**ITEM 5d: Budget Amendment Request**

9. Property Appraiser Angela Gray stated her request for a budget amendment for an increase of \$40,000 for legal fees associated with the litigation of the Florida Gas Transmission lawsuit. County Coordinator Barwick commended the Property Appraiser on her efforts. Mrs. Gray stated that the issue was settled for 2013 and 2014 and they had negotiated a settlement for 2015. Commissioner Barfield asked Clerk of Court Kirk Reams where this money would come from, to which he responded contingency. **On motion by Commissioner Walker, seconded by Commissioner Boyd and unanimously carried, the Property Appraiser's budget amendment request was approved.**

**ITEM 5e: Wacissa Springs Restoration Bid Recommendation**

10. County Engineer Daryle Gray stated that after the bids were tabulated it was his recommendation to go with Underwater Mechanics out of Jacksonville, FL for a little over \$189,000. He also stated only one other bid was received. He noted this would exceed the budget for the project by about \$15,000 but he was requesting additional funding from the water management district and also in-kind work to offset the shortage. Clerk of Court Kirk Reams noted this was for phase 1, which included debris and vegetation removal, two entry ways for swimming, bank stabilization and a two rail fence. Engineer Gray stated that the contracted had agreed to work with the County to reduce costs. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the bid recommendation was approved.**

**ITEM 6: County Coordinator**

11. County Coordinator Parrish Barwick stated the 4<sup>th</sup> of July festivities were upcoming and that the county did not have a program last year. He stated his intent to have his office assist with the 4<sup>th</sup> of July program. Last year, the Board put \$5000 towards the fireworks and the funds were not utilized. He stated the same amount was requested this year and he would be coming before the Board at a future meeting to request the \$5000 from last

year that was not expended as well as the \$5000 budgeted for this year. County Coordinator Barwick also inquired about merging the 4<sup>th</sup> of July festivities with the Watermelon Festival since the 4<sup>th</sup> is on a Saturday this year. He was advised to get with Executive Director of the Chamber of Commerce Katrina Richardson to discuss. Citizen John Nelson stated his support of the 4<sup>th</sup> of July program and said he was assisting Buddy Westbrook in the planning and implementation this year.

12. County Coordinator Barwick stated his desire to have a team in the Relay for Life walk in April. Commissioner Barfield said she would help with the team and requested that Mr. Barwick come up with a theme.
13. County Coordinator Barwick gave a brief update on the road paving projects and stated that the last few projects should be finished this month.

**ITEM 7: Commissioner Discussion Items**

14. Commissioner Hall commended County Coordinator Barwick and the Road Department on their assistance on West Lake Road.
15. Commissioner Barfield stated she would be meeting with Pat Cichon and Fire Rescue Chief Mark Matthews in the near future to look at a map and further discuss road reflectors for hydrants.
16. Commissioner Barfield noted that the County Transportation Plan had been forwarded to a company doing the Regional Mobility Plan and that the county's plan was included in the draft. She also stated there was a milling and re-surfacing project about to commence on Highway 90 from Willow Street to the Miccosukee Bridge.
17. Commissioner Barfield reminded the Board of the upcoming workshop on the Land Development Code.
18. Commissioner Barfield advised the Board of an upcoming bike ride in Jefferson County on April 18<sup>th</sup> and stated her desire to use the Extension Office as a staging/parking area.
19. Commissioner Walker asked County Attorney Buck Bird about the lease for the Wacissa Volunteer Fire Department building. Attorney Bird stated there was temporary approval to extend the lease but that he has not heard anything back from the school board about the long term lease discussed previously.
20. Clerk of Court Kirk Reams stated there would be two bid openings for the road projects on Tecumseh and North Barber Hill on February 17<sup>th</sup> and that he would like these to be included on the agenda for the meeting that evening.

**ITEM 8: Adjournment**

21. The warrant register was reviewed and bills ordered paid.
22. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the meeting was adjourned.**

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Clerk

# Memorandum

**To:** Kirk Reams  
**cc.** Jefferson County Board of County Commissioners  
**From:** Nancy Wideman, Jefferson County TDC  
**Date:** February 9, 2015  
**Re:** Replacement of TDC member, grant application and revision of grant policies and application

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Please include the following items for approval on the consent agenda for the BOCC February 17, 2015 meeting

1. The City Council requests that Clyde Simpson be replaced by Tushar Patel, owner of the Days Inn Motel, on the TDC effective March 2, 2015.
2. Grant request from the Jefferson County Historical Society for advertising funds.
3. Revision of the TDC Grant Policies and Application.

Approved  
2-2-15

IX. Jefferson County Tourist Development Council  
SPECIAL EVENT GRANT PROGRAM APPLICATION

Please Print or Type:

1. Name of Event: MONTICELLO HOME + HERITAGE TOUR

2. Date of Event: SATURDAY, MARCH 14, 2015

Start time: 10:00AM End Time: 4:30PM Fee: \$ 25.00  
ADULTS

3. Description of Event:  
OVER 20 STATELY HOMES + PUBLIC BLDGS TO BE OPEN TO THE PUBLIC

4. Amount of Grant Request: \$ 1,000.00

5. Host Organization: JEFFERSON COUNTY HISTORICAL ASSOC.

6. Description of Organization (include date organization was created):  
JCHA WAS FORMED APRIL 12, 1962. JCHA HOQTR'S IS LOCATED IN THE WIRICK-SIMMONS HOUSE AT THE CORNER OF N JEFFERSON + PEARL ST. JCHA SPONSORS PROJECTS + EVENTS HIGHLIGHTING THE RICH HERITAGE OF JEFFERSON COUNTY.

7. Contact Person: GRETCHEN AVERA OR CLAUDETTE MCRAE  
(Name) (Title)

Address: P.O. BOX 980

City: MONTICELLO State: FL Zip: 32345

Daytime Contact #: (850) 997-5007 Email Address: AVERACLARKE@AOL.COM  
997-2116 CLAUDETTEMCRAE@GMAIL.COM

Public Information #: ( ) Website: www.

INFORMATION FOR TOURISM DEVELOPMENT PORTION OF COMMITTEE SCORING - 25 POINTS MAX.

12. Anticipated # of out-of-town overnight visitors 200

Anticipated # of attendees: 300

13. How does this event contribute to the overall appeal of Jefferson County as a preferred visitor destination?

OVER 20 STATELY HOMES + BLDGS, BEAUTIFUL TREES + GARDENS PAINT AN ELEGANT PORTRAIT TO COME SPEND A DELIGHTFUL DAY IN MONTICELLO



**INFORMATION FOR EVENT EVALUATION PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

- 14. How does the event support your organization's mission?  
*JCHA IS DEDICATED TO PRESERVING + MAINTAINING THE HISTORY OF JEFFERSON COUNTY*
- 15. Describe how grant funds would be used.  
*ADVERTISING + PROMOTIONAL MATERIALS*
- 16. Describe how you evaluate the outcome of the event.  
*TICKET SALES + CROWD CONTROL*
- 17. Describe how you plan to document overnight hotel stays.  
*CONTACT LOGGING*

**GENERAL INFORMATION**

- 18. Have you received a JCTDC grant in the past?  Yes  No

If yes, include amount, name of event and year received:

Amount	Name of Event	Year
<i>\$1500</i>	<i>HOME + 1827 CEMETERY TOUR</i>	<i>2013</i>



# CERTIFICATION AND COMPLIANCE STATEMENT

**APPLICANT:**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the Policies and Procedures of the Jefferson County Special Event Grants Program and will abide by all legal, financial, and reporting requirements as a condition of receiving grant funds from the Jefferson County Tourist Development Council. Signatures must be **original in ink**.

Name:           GRETCHEN AVERA            
Please Print or Type

Organization:           JEFFERSON COUNTY HISTORICAL ASSOC            
Please Print or Type

          Gretchen Avera            
(Signature)

          01/10/15            
(Date)

Please return the original of the Application and the Certification & Compliance Page to:

Nancy Wideman, Coordinator  
Jefferson County TDC  
P.O. Box 275  
Monticello, FL 32345  
Nancyw1100@yahoo.com  
850-997-0517

## **Jefferson County Historical Association**

*The Jefferson County Historical Association was formed April 12, 1962. The Association consists of a group of volunteers, under the leadership of Beulah Brinson, President, who are dedicated to preserving and maintaining the history of Jefferson county. The Association's headquarters and museum are located in the Wirick Simmons House on the corner of Jefferson and Pearl Streets in Monticello. This 1831 era Greek Revival style home was purchased by the association in 1964 and restored during the remaining years of the 1960's by Edward Jones, FAIA, of Albany, Georgia. It is furnished with furniture of this period. The house was placed on the National Register of Historic Places in 1972. When the house was purchased a portion of the original garden was not included due to a lack of funds but was added to the property in 2012. The house is open as a museum and the house and gardens are often the stage for community events.*

*The purpose of the Jefferson County Historical Association is established in the articles of the original charter. Thus stating that the general nature of the objective of the association shall be to collect and preserve curiosities and antiquities of every kind that may be connected with or may illustrate the local history of the communities that have been in Jefferson County since its earliest times and at present. As well as encourage the investigation and dissemination of historical information where as preserving our history for future generations.*

*The association encourages you to become a member/volunteer and to attend monthly board meetings and special programs, which are presented several times during the year. For more information contact Gretchen Avera at 997-5007 or Claudette McRae at 997-2116.*



# **MONTICELLO HOME & HERITAGE TOUR**

**\$25 ADULTS  
SATURDAY, MARCH 14TH 10-4:30pm**

**THE RESIDENTS OF JEFFERSON COUNTY ARE EXTREMELY PROUD OF THEIR HISTORIC HERITAGE. OVER 20 STATELY HOMES AND PUBLIC BUILDINGS, BEAUTIFUL TREES, AND LOVELY GARDENS PAINT AN ELEGANT PORTRAIT OF THE "OLDE SOUTH". COME SPEND A DELIGHTFUL DAY IN OUR TOWN WHERE YOU WILL NEVER MEET A STRANGER!**

**SPONSORED BY:**

**JEFFERSON COUNTY HISTORICAL ASSOCIATION, FOR INFO: 850-997-5007 OR 850-997-2661**

Jefferson County  
Tourist Development Council

General Special Event  
Grant Program  
(Policies & Application)

Approved  
by the

Jefferson County Board of County Commissioners and  
The Jefferson County Tourist Development Council

*Revisions are all in red and italics*

November 19, 2013  
**Revised February 10, 2015**

## **Table of Contents**

- I. Introduction and Definition
- II. Statement of Policies
- III. Funding Eligibility
- IV. Rating Criteria and Process
- V. Approval Process
- VI. Special Event Grant Timeline
- VII. Visitor Tracking
- VIII. Conclusion
- IX. Application
- X. Post Event Report

## Jefferson County Tourist Development Council Special Event Grant Program

### I. INTRODUCTION AND DEFINITION

The Jefferson County Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Jefferson County Code Article 3, Sections 32-54. The TDC administers funds collected from a local option tourist development tax on occupied transient lodging sales, i.e. hotels/motels, *bed and breakfast facilities* and campgrounds. The funds are designated to promote Jefferson County as a preferred visitor destination with emphasis in the following markets: special events, cultural activities, nature based activities, weddings, and amateur sporting events.

The TDC allocates funds from its annual budget to a grant program for local groups and organizations that coordinate events with a demonstrated history of visitor impact or significant potential to draw visitors to the area. The Special Event Grant Fund is administered and scored by the TDC. The grants are awarded by the Jefferson County Board of County Commissioners (BOCC).

A "Special Event" shall be defined as a new or existing organized concert, exhibition, festival, or fair, which is conducted according to a prearranged schedule and in which general public interest is manifested. For the purpose of this grant program, the public interest should extend to Jefferson County residents and to those living outside Jefferson County who would consider visiting the destination and staying overnight to observe or participate.

Each application will be evaluated against established criteria. The number and extent of these grants will be dependent upon the availability of designated funds. Ideally, the funds allocated by the Jefferson County BOCC will eventually be returned through an increase in transient lodging sales and the tourist development tax generated from those sales.

### II. STATEMENT OF POLICIES

- A. Grant funds are intended to supplement the sponsoring organization's event budget.
- B. Funding is not intended to support administrative costs or non-public events. Funding is intended to support marketing and promotional efforts.
- C. Grant applications will only be received during the advertised cycle. One application will be accepted per event. In the event that a Special Event Grant application is received outside of the Tourist Development Council's designated submission dates and grant funds are still available in the budget, the Council may elect to consider the request.
- D. Lodging secured for the event must be located within Jefferson County.
- E. Funding shall be provided as reimbursement for approved actual expenditures. *An exception may be made, on a case by case basis, for vendors who, because of the nature of services provided, require payment in advance. Payments will not be made to the awardees of the grant.*

- F. **A** Post-Event Report must be submitted. The report must include tracking statistics regarding out-of-town visitors and their overall impact on the local economy, particularly on transient lodging facilities and occupancy. Failure to submit a Post-Event Report will result in disqualification for *future* support. If the event occurs near the end of the fiscal year, request for reimbursement must be received by September 30th.
- G. Any funds granted will be subject to audit by the Jefferson County BOCC.
- H. Recognition of the Jefferson County Tourist Development Council must be included where appropriate on all printed material and the organization's Web site referred to in public relations activities. A camera-ready logo will be provided. Failure to include the logo *may* be cause for disallowing reimbursement of that portion of the grant.
- I. Allowable expenses shall include promotion, marketing, *and* paid advertising *for the event (including contract labor)* that reaches beyond Jefferson County with potential to drive overnight visitation. Item #15 of the Application requires all applicants to describe how the grant funds will be used. Any changes to the items submitted in #15 **MUST** be submitted in writing to the TDC and will not be allowed without approval from TDC staff.
- J. The maximum amount of funds given is **\$1,500**.

**III. FUNDING ELIGIBILITY**

The intent of the Special Event Grant Program is to provide funding assistance for events that attract overnight visitors to Jefferson County impacting the commercial lodging industry, hotels/motels, bed and breakfasts, campgrounds, as well as restaurants, retail establishments and other businesses. To be considered for funding, the following criteria have been established:

- 1. Each application must include a signed Certification and Compliance page
- 2. Event must take place between October 1, and September 30, of the upcoming fiscal year.
- 3. The event must have the potential to bring or have had past history of bringing out-of-town visitors..
- 4. The event must use commercial lodging establishments within Jefferson County.

**IV. RATING CRITERIA AND PROCESS**

Each grant application will be reviewed by staff to ensure that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be turned over to the TDC for scoring. The TDC will score each application on a 50 point scale based on the following:

			Score	Notes
Tourism Development	<ul style="list-style-type: none"> <li>• Proposal has potential or previously proven ability to generate visitation to Jefferson County that includes overnight stays in Jefferson County's commercial lodging</li> <li>• Proposal contributes to overall appeal of Jefferson County as preferred visitor destination through its event offerings.</li> </ul>	25 points		
Event	<ul style="list-style-type: none"> <li>• Event supports organization's mission</li> </ul>	25 points		



Evaluation	<ul style="list-style-type: none"> <li>Funds requested meet grant criteria of allowable expenses</li> <li>Proposal includes event goals &amp; objectives</li> <li>Proposal includes method for documenting and evaluating outcome of event</li> <li>Proposal includes documentation plan for overnight hotel stays</li> </ul>			
		Total Possible Points: 50		

## V. APPROVAL PROCESS

1. Application is completed and turned into TDC staff
2. TDC scores application
3. TDC makes recommendation to Jefferson County BOCC
4. Jefferson County BOCC makes final approval

## VI. SPECIAL EVENT GRANT TIMELINE

<b><u>PROCESS</u></b>	<b>Cycle 1 Oct-Dec</b>	<b>Cycle 2 Jan-March</b>	<b>Cycle 3 April-June</b>	<b>Cycle 4 July-Sept</b>
Grant Cycle opens	<b>August 1</b>	<b>November 1</b>	<b>February 1</b>	<b>May 1</b>
Applications Available	<b>August 1</b>	<b>November 1</b>	<b>February 1</b>	<b>May 1</b>
<b>Deadline for applications</b>	<b>October 1</b>	<b>January 1</b>	<b>April 1</b>	<b>July 1</b>
Review by TDC	<b>October TDC meeting</b>	<b>January TDC meeting</b>	<b>April TDC meeting</b>	<b>July TDC meeting</b>
Review and approval by BOCC	<b>October BOCC meeting</b>	<b>January BOCC meeting</b>	<b>April BOCC meeting</b>	<b>July 1 BOCC meeting</b>
Funds available	<b>Submittal of post event report</b>	<b>Submittal of post event report</b>	<b>Submittal of post event report</b>	<b>Submittal of post event report</b>

In the event that a Special Event Grant application is received outside of the Tourist Development Council's designated submission dates, the Council may elect to consider the request if special event grant funds are still available in the budget.

## VII. VISITOR TRACKING

In order to assess the impact of each event on the Jefferson County transient lodging industry, the TDC emphasizes the importance of tracking the number of overnight visitors attending the event.

*Please utilize the attached **Visitor Tracking Form** to gather the requested information. **It contains the names and telephone numbers of the lodging facilities in the county. We suggest someone from your organization** call each establishment on the day of the event and ask if, **to their knowledge, any guests are in town for the event.***

## VIII. CONCLUSION

Please submit the original of the attached application form **by the deadline date listed above to:**

Nancy Wideman, Coordinator  
Jefferson County Tourist Development Council  
P.O. Box 275  
Monticello, Florida 32345  
[Nancyw1100@yahoo.com](mailto:Nancyw1100@yahoo.com)  
850-997-0517  
850-528-7362

**IX. Jefferson County Tourist Development Council  
SPECIAL EVENT GRANT PROGRAM APPLICATION**

Please Print or Type:

1. Name of Event:

2. Date of Event:

Start time:  End Time:  Fee: \$

3. Description of Event:

4. Amount of Grant Request: \$

5. Host Organization:

6. Description of Organization (include date organization was created):

7. Contact Person:  (Name)  (Title)

Address:

City:  State:  Zip:

Daytime Contact #:  Email Address:

Public Information #:  Website:  www.

**INFORMATION FOR TOURISM DEVELOPMENT PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

12. Anticipated # of out-of-town overnight visitors

Anticipated # of attendees:

- 13. How *will* this event contribute to the overall appeal of Jefferson County as a preferred visitor destination?

**INFORMATION FOR EVENT EVALUATION PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

- 14. How does the event support your organization's mission?
- 15. *How grant funds will be used?*
- 16. *How you will evaluate the outcome of the event?*
- 17. *How you will document overnight hotel stays?*

**GENERAL INFORMATION**

- 18. Have you received a JCTDC grant in the past?  Yes  No

If yes, include amount, name of event and year received:

Amount	Name of Event	Year

## CERTIFICATION AND COMPLIANCE STATEMENT

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### APPLICANT:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the Policies and Procedures of the Jefferson County Special Event Grants Program and will abide by all legal, financial, and reporting requirements as a condition of receiving grant funds from the Jefferson County Tourist Development Council. Signatures must be **original** in **ink**.

Name: \_\_\_\_\_  
Please Print or Type

Organization: \_\_\_\_\_  
Please Print or Type

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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Please return the original of the Application and  
the Certification & Compliance Page to:

Nancy Wideman, Coordinator  
Jefferson County TDC  
P.O. Box 275  
Monticello, FL 32345  
[Nancyw1100@yahoo.com](mailto:Nancyw1100@yahoo.com)  
850-997-0517

## **Jefferson County TDC Post-event Report**

**Name of Event** \_\_\_\_\_

**Dates of Event** \_\_\_\_\_

**Contact person** \_\_\_\_\_ **Phone #** \_\_\_\_\_

### **Summary of Expenses that used Grant Funds**

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**Total # of attendees** \_\_\_\_\_ **# of out-of-town visitors** \_\_\_\_\_

**Total # of rooms rented for your event** \_\_\_\_\_

**Provide a summary of media exposure received including local, regional and national – print, television and radio.**

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**ITEM 5(b): PLANNING COMMISSION  
APPOINTMENT**

**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. Planning Commission
2. \_\_\_\_\_
3. \_\_\_\_\_

Name: Kate Calvin

Address: 223 Coopers Pond Rd. City/State Monticello, FL Zip 32344

Alternate Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) 850-445-6940 (Fax) \_\_\_\_\_ (Work) \_\_\_\_\_

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

E-Mail Address: ikivon1@hotmail.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: Staff Scientist, FSU College of Medicine

(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. \_\_\_\_\_
2. \_\_\_\_\_

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?

Knowledge and experience about zoning, the FLUM and Comprehensive Plan, the County's ACTION Plan and the Land Development Code. Familiarity with long term goals in the County and procedures for handling citizen requests.

Academic – Degrees, Diplomas

BA Social Work, University of Oklahoma

BS Biological Sciences/Physics minor, FSU

PhD Molecular Biophysics, FSU

Professional – Certifications

Knowledge – Training, interests, or experience

See above. Not formally trained in planning but very familiar with the policies and procedures involved in zoning changes, land development planning, the County's goals for sustainable "smart growth," and the requirements for public notice and participation.

Community Involvement – List organizations/positions

As an individual and as part of neighborhood groups, I have been active in County and City meetings about the topics I have listed above because of their potential impact on me personally or on my friends and neighbors. I have been very active in local government since 2008. It is essential that boards do their best in following the law and representing citizens. This is not always easy to balance.

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](http://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

Kate Calvin  
Applicant Signature

January 9, 2015  
Date

Staff Use Only: Appointed: Yes  No  Term Expiration Date: \_\_\_\_\_

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

**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. Jefferson County Planning Commission
2. \_\_\_\_\_
3. \_\_\_\_\_

Name: Charles J Parrish

Address: Po Box 171 City/State Lloyd, FL Zip 32337

Alternate Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (Home) 850 997-3760 (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Work) \_\_\_\_\_

Preferred Contact #: Home  Cell  Work

E-Mail Address: \_\_\_\_\_

Are you: Jefferson County Registered Voter? Yes  No

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

- Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

Occupation: Retired TEACHER

(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. \_\_\_\_\_
2. \_\_\_\_\_

*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?

My Experience as a leader of State and local Govt

Academic – Degrees, Diplomas

BS degree in Political Science + US History

Professional – Certifications

BS Degree Master Degree in Adm + Srv

Knowledge – Training, interests, or experience

Military Service (ARMY)  
SIR/NCO E-5

Community Involvement – List organizations/positions

DR MARTIN LUTHER KING Community Center  
Jefferson CO Demolition Ex Committee

Organizations – Membership

NEW SALEM M.B. CHURCH (DEACON)

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.

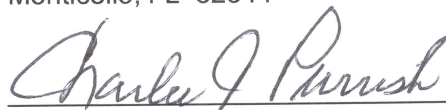
**IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES**

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COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator  
Jefferson County  
450 West Walnut Street  
Monticello, FL 32344

  
Applicant Signature

12/4/14  
Date

Staff Use Only: Appointed: Yes  No  Term Expiration Date: \_\_\_\_\_

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



**ITEM 6: PUBLIC HEARING –  
FAIR HOUSING ORDINANCE**

**FAIR HOUSING ORDINANCE**  
ORDINANCE NO. 2015-021715-01

AN ORDINANCE OF JEFFERSON COUNTY, FLORIDA, CREATING A CHAPTER OF THE COUNTY CODE TO BE ENTITLED FAIR HOUSING CODE; PROVIDING FOR A DECLARATION OF POLICY TO PROHIBIT DISCRIMINATION IN HOUSING ON THE BASIS OF RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, RELIGION, SEX, MARITAL STATUS, FAMILIAL STATUS, HANDICAP OR AGE; PROVIDING DEFINITIONS; DESIGNATING AS UNLAWFUL CERTAIN DISCRIMINATORY PRACTICES IN THE SALE OR RENTAL OF HOUSING, AS WELL AS IN ADVERTISING IN CONNECTION THEREWITH, IN THE FINANCING OF HOUSING, AND IN BROKERAGE SERVICES RELATED TO EXCEPTIONS; PROVIDING FOR AN ADMINISTRATOR TO BE DESIGNATED BY JEFFERSON COUNTY AND PRESCRIBING THE GENERAL POWERS AND DUTIES OF SUCH ADMINISTRATOR, PRESCRIBING ACTION UPON A DETERMINATION OF PROBABLE CAUSE, AND AUTHORIZING THE PROMULGATION OF FORMS AND REGULATIONS; MAKING PROVISIONS FOR THE FILING OF COMPLAINTS AND RESPONSES THERETO, AND THE PROCESSING THEREOF BY THE ADMINISTRATOR; PROVIDING FOR ADDITIONAL REMEDIES; PROVIDING FOR PROHIBITING UNTRUTHFUL COMPLAINTS OR FALSE TESTIMONY; PROVIDING FOR PENALTIES FOR VIOLATION OF SUCH CODE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF JEFFERSON COUNTY, FLORIDA, that:

SECTION 1. TITLE.

Section \_\_\_\_\_ of the code of Jefferson County, Florida, is hereby created which shall be known as and may be cited as the "Fair Housing Code" of Jefferson County, Florida.

SECTION 2. DECLARATION OF POLICY.

It is the policy of Jefferson County in keeping with the laws of the United States of America and the spirit of the Constitution of the State of Florida, to promote through fair, orderly and lawful procedure the opportunity for each person so desiring to obtain housing of such person's choice in this jurisdiction without regard to race, color, ancestry, national origin, religion, sex, marital status, familial status, handicap or age, and, to that end, to prohibit discrimination in housing by any person.

SECTION 3. DEFINITIONS.

The terms as used herein shall be defined as follows:

- (a) Administrator: That person appointed by the Board of County Commissioners pursuant to Section 6 hereof.
- (b) Age: Unless the context clearly indicates otherwise, the work age as used herein shall refer exclusively to persons who are 18 years of age or older.
- (c) Discriminatory Housing Practice: An act that is unlawful under Section 4 hereof.
- (d) Family: One or more persons living together as a single housekeeping unit in a dwelling.
- (e) Housing or Housing Accommodation: Any building, structure, or portion thereof, mobile home or trailer, or other facility which is occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof, mobile home or trailer or other facility.
- (f) Lending Institution: Any bank, insurance company, savings and loan association or any other person or organization regularly engaged in the business of lending money, guaranteeing loans, or sources of credit information, including, but not limited to credit bureaus.

- (g) Owner: Any person, including, but not limited to a lessee, sublease, assignee, manager, or agent, and also including the County and its departments or other subunits, having the right of ownership or possession or the authority to sell or lease any housing accommodation.
- (h) Person: One or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mortgage companies, joint stock companies, trusts, unincorporated organizations, or public corporations, including, but not limited to the County or any department or subunit thereof.
- (i) Real Estate Agent: Any real estate broker, any real estate salesperson, or any other person, employee, agent, or otherwise, engaged in the management or operation of any real property,
- (j) Real Estate Broker or Salesperson: A person, whether licensed or not, who, for or with the expectation of receiving a consideration, lists, sells, purchases, exchanges, rents, or leases real property, or who negotiates or attempts to negotiate any of these activities, or who holds himself or herself out as engaged in these activities, or who negotiates or attempts to negotiate a loan secured or to be secured by mortgage or other encumbrance upon real property, or who is engaged in the business of listing real property in a publication; or a person employed by or acting on behalf of any of these.
- (k) Real Estate Transaction: Includes the sale, purchase, exchange, rental or leases of real property, and any contract pertaining thereto.
- (l) Rent: Includes leases, sublease, assignment and/or rental, including any contract to do any of the foregoing, or otherwise granting for a consideration the right to occupy premises that are not owned by the occupant.
- (m) Respondent: Any person against whom a complaint is filed pursuant to this ordinance.
- (n) Sale: Includes any contract to sell, exchange, or to convey, transfer or assign legal or equitable title to, or a beneficial interest in, real property.

#### SECTION 4. UNLAWFUL HOUSING PRACTICES.

- (1) Unlawful housing practices: Sale or rental and advertising in connection therewith.

Except as provided in Section 5 hereof, it shall be unlawful and a discriminatory housing practice for an owner, or any other person engaging in a real estate transaction, or for a real estate broker, as defined in this ordinance, because of race, color, ancestry, national origin, religion, sex, marital status, familial status, handicap or age:
- (a) To refuse to engage in a real estate transaction with a person or to otherwise make unavailable or deny housing to any person.
- (b) To discriminate against a person in the terms, conditions or privileges of a real estate transaction or in the furnishing of facilities or services in connection therewith.
- (c) To refuse to receive or to fail to transmit a bona fide offer to engage in a real estate transaction from a person.
- (d) To refuse to negotiate for a real estate transaction with a person.
- (e) To represent to a person that housing is not available for inspection, sale, rental or lease when, in fact, it is so available, or to fail to bring a property listing to such person's attention, or to refuse to permit him or her to inspect the housing.
- (f) To steer any person away from or to any housing.

- (g) To make, print, publish, circulate, post or mail, or cause to be made, printed, published or circulated, any notice, statement, advertisement or sign, or to use a form of application or photograph for a real estate transaction or, except in connection with a written affirmative action plan, to make a record or oral or written inquiry in connection with a prospective real estate transaction, which indicates directly or indirectly an intent to make a limitation, specification, or discrimination with respect thereto.
  - (h) To offer, solicit, accept, use or retain a listing of housing with the understanding that a person may be discriminated against in a real estate transaction or in the furnishing of facilities or services in connection therewith.
  - (i) To induce or attempt to induce any person to transfer an interest in any housing by representations regarding the existing or potential proximity of housing owned, used or occupied by any person protected by the terms of this ordinance.
  - (j) To make any misrepresentations concerning the listing for sale or rental, or the anticipated listing for sale or rental, or the sale or rental of any housing in any area in Jefferson County for the purpose of inducing or attempting to induce any such listing or any of the above transactions.
  - (k) To retaliate or discriminate in any manner against any person because of his or her opposing a practice declared unlawful by this ordinance, or because he or she has filed a complaint, testified, assisted or participated in any manner in any investigation, proceeding or conference under this ordinance.
  - (l) To aid, abet, incite, compel or coerce any person to engage in any of the practices prohibited by the provisions of this ordinance, or to obstruct or prevent any person from complying with the provisions of this ordinance, or any conciliation agreement entered into there under.
  - (m) By canvassing to compel any unlawful practices prohibited by the provisions of this ordinance.
  - (n) Otherwise to deny to, or withhold, any housing accommodations from a person.
  - (o) To promote, induce, influence or attempt to promote, induce or influence by the use of postal cards, letters, circulars, telephone, visitation or any other means, directly or indirectly, a property owner, occupant, or tenant to list for sale, sell, remove from, lease, assign, transfer, or otherwise dispose of any housing by referring as a part of a process or pattern of indicating neighborhood unrest, community tension, or fear of racial, color, religious, nationality or ethnic change in any street, block, neighborhood or any other area, to the race, color, religion, neighbors, tenants or other prospective buyers of any housing.
  - (p) To place a sign or display any other device either purporting to offer for sale, lease, assignment, transfer or other disposition or tending to lead to the belief that a bona fide offer is being made to sell, lease, assign, transfer or otherwise dispose of any housing that is not in fact available or offered for sale, lease, assignment, transfer or other disposition.
- (2) Unlawful housing practices: Financing

It shall be unlawful and a discriminatory housing practice for any lending institution, to deny a loan or other financial assistance to a person applying therefore for the purpose of purchasing, constructing, improving, repairing or maintaining housing, or to discriminate against such person in the fixing of the amount, interest rate, duration, or other terms or conditions of such loan or other financial assistance, because of the race, color, ancestry, national origin, religion, sex, marital status, familial status, handicap or age of such person or of any person associated with such person in connection with such loan or other assistance, or of the present or prospective owners, lessees, tenants or occupants of the housing in relation to which such loan or other financial assistance is to be made or given; provided that nothing contained in this subsection shall impair the scope or effectiveness of the exceptions contained in Section 5 of this ordinance.

(3) Unlawful housing practices: Brokerage Services

It shall be unlawful and a discriminatory housing practice to deny any person access to or membership or participation in any multiple listing service, real estate brokers organization or other service, organization, or facility related to the business of selling, or renting housing, or to discriminate against such person in the terms or conditions of such access, membership or participation because of handicap, race, color, ancestry, national origin, religion, sex, marital status, familial status or age.

SECTION 5. EXEMPTIONS AND EXCEPTIONS.

- (1) Nothing contained in Section 4 hereof shall prohibit a religious organization, association, or society, or any nonprofit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association, or society, from limiting or from advertising the sale, rental or occupancy of housing which it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference to such persons. Nor shall anything in this ordinance prohibit a private club not in fact open to the public, which as an incident to its primary purpose or purposes, provides lodgings which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its members or from giving preference to its members.
- (2) Nothing in Section 4 hereof, other than subsection (g) of subsection (1) thereof, shall apply to:
  - (a) Any single-family house sold or rented by an owner: provided, that such private individual owner does not own more than three such single family houses at any one time; provided, further, that in the case of the sale of any such single family house by a private individual owner not residing in such house at the time of such sale or who was not the most recent resident of such house prior to such sale, the exemption granted by this subsection shall apply only with respect to one such sale within any twenty-four month period; provided, further, that it does not own any interest in, nor is there owned or reserved on such owner's behalf, under any express or voluntary agreement, title to or any rights to all or a portion of the proceeds from the sale or rental of, more than three such single-family houses at any one time; provided, further, that the owner sells or rents such housing (1) without the use in any manner of the sales or rental facilities or the sales or rental services of any real estate broker, agent, or salesperson, or of such facilities or services of any person in the business of selling or renting housing, or of any employee or agency of any such broker, agent, salesperson, or person and (2) without the publication, posting, or mailing, after notice, of any advertisement or written notice in violation of subsection (g) of subsection (1) of Section 4 hereof, but nothing in this provision shall prohibit the use of attorneys, escrow agents, abstracters, title companies, and other such professional assistance as necessary to perfect or transfer the title; or
  - (b) Rooms or units in housing containing living quarters occupied or intended to be occupied by no more than four families living independently of each other, if the owner actually maintains and occupies one of such living quarters as such owner's residence, provided that the owner sells or rents such rooms or units (1) without the use in any manner of the sales or rental services of any real estate broker, agent or salesperson, or of such facilities or services of any person in the business of selling or renting housing, or of any employee or agency of any such broker, agent salesperson, or person and (2) without the publication, posting or mailing, after notice in violation of subsection (g) of subsection (1) of Section 4 hereof, but nothing in this provision shall prohibit the use of attorneys, escrow agents, abstracters, title companies, and other such professional assistance as necessary to perfect or transfer the title.
- (3) For the purpose of this subsection a person shall be deemed to be in the business of selling or renting housing if:

- (a) He or she has, within the preceding twelve months, participated as principal, other than in the sale of his or her own personal residence, in providing sales or rental facilities or sales or rental services in three or more transactions involving the sale or rental of any housing or any interest therein; or
- (b) He or she has, within the preceding twelve months, participated as agent, other than in the sale of his or her own personal residence, in providing sales or rental facilities or sales or rental services in two or more transactions involving the sale or rental of any housing or any interest therein; or
- (c) He or she is the owner of any housing designed or intended for occupancy by, or occupied by, five or more families.
- (4) Nothing in Section 4 hereof shall be construed to:
  - (a) Bar any person from restricting sales, rentals, leases or occupancy, or from giving preference, to persons of a given age for bona fide housing intended solely for the elderly or bona fide housing intended solely for minors.
  - (b) Make it an unlawful act to require that a person have legal capacity to enter into a contract or lease.
  - (c) Bar any person from advertising or from refusing to sell or rent any housing which is planned exclusively for, and occupied exclusively by, individuals of one sex, to any individual of the opposite sex.
  - (d) Bar any person from selling, renting or advertising any housing which is planned exclusively for, and occupied exclusively by, unmarried individuals to unmarried individuals only.
  - (e) Bar any person from advertising or from refusing to sell or rent any housing which is planned exclusively for married couples without children or from segregating families with children to special units of housing.
  - (f) Bar any person from refusing a loan or other financial assistance to any person whose life expectancy, according to generally accepted mortality tables, is less than the term for which the loan is requested.

**SECTION 6. ADMINISTRATOR AUTHORITY AND RESPONSIBILITIES.**

- (1) Council to Appoint. The authority and responsibility for administering this ordinance shall be vested in the Council who shall appoint an administrator.
- (2) General Powers and Duties. The administrator shall:
  - (a) Receive written complaints as hereinafter provided in Section 7 relative to alleged unlawful acts under this ordinance when a complaint seeks the administrator's good offices to conciliate.
  - (b) Upon receiving written complaint, make such investigations as the administrator deems appropriate to ascertain facts and issues.
  - (c) Utilize methods of persuasion, conciliation, and mediation or information adjustment of grievances.
  - (d) Establish, administer or review programs at the request of the Council and make reports on such programs to the Council.
  - (e) Bring to the attention of the Commission items that may require Commission notice or action to resolve.
  - (f) Render to the Council annual written reports of his or her activities under the provisions of this ordinance along with such comments and recommendations as he or she may choose to make.
  - (g) Cooperate with and render technical assistance to federal, state, local and other public and private agencies, organizations and institutions which are formulating or carrying on programs to prevent or eliminate the unlawful discriminatory practices covered by the provisions of this ordinance.

- (3) Determination of Probable Cause. If after fully processing the complaint in the manner hereafter provided, the administrator determines that there is probable cause to believe that there has been a violation of the provisions of this ordinance, the administrator shall refer the matter, along with the facts he or she has gathered in the investigations, to the proper county, state or federal authorities for appropriate legal action.
- (4) Promulgation of Forms and Regulations. The administrator shall promulgate, publish and distribute the necessary forms, rules and regulations to implement the provisions of this ordinance.

#### SECTION 7. COMPLAINTS.

- (1) A person who claims that another person has committed a discriminatory housing practice against him or her may report that offense to the administrator by filing an formal complaint within forty-five (45) days after the date of the alleged discriminatory housing practice and not later.
- (2) The administrator shall treat a complaint referred by the Secretary of Housing and Urban Development or the Attorney General of the United States under the Fair Housing Act of 1968, Public Law 90-284, as an formal complaint filed under subsection (1).
- (3) An formal complaint must be in writing, verified or affirmed, on a form to be supplied by the administrator and shall contain the following:
  - (a) Identity and address of the respondent.
  - (b) Date of offense and date of filing the formal complaint.
  - (c) General statement of facts of the offense including the basis of the discrimination (race, color, ancestry, national origin, religion, sex, marital status, familial status, handicap or age).
  - (d) Name and signature of the complainant.
- (4) Each complaint shall be held in confidence by the administrator unless and until the complainant and the respondent(s) consent in writing that it shall be made public.
- (5) Within fifteen (15) days after the filing of the formal complaint, the administrator shall transmit a copy of the same to each respondent named therein by certified mail, return receipt requested. Thereupon, the respondent(s) may file a written, verified formal answer to the formal complaint within twenty (20) days of the date of the receipt of the formal complaint.
- (6) An formal complaint or answer may be amended at any time, and the administrator shall furnish a copy of each amended formal complaint or answer to the respondent(s) complaint, respectively, as promptly as practicable.
- (7) The administrator shall assist complainants or respondents when necessary in the preparation and filing of formal complaints or answers or any amendments thereto.
- (8) The administrator shall advise complainants of their rights and options provided in Section 760.34, Florida Statutes.

#### SECTION 8. PROCESSING COMPLAINTS.

- (1) Within fifteen (15) days after the filing of an formal complaint, the administrator shall make such investigation as is deemed appropriate to ascertain facts and issues. If the administrator shall deem that there are reasonable grounds to believe that a violation has occurred and can be resolved by conciliation, the administrator shall attempt to conciliate the matter by methods of initial conference and persuasion with all interested parties such representatives as the parties may choose to assist them. Conciliation conferences shall be formal and nothing said or done in the course of the formal conference with the

individuals to resolve the dispute may be public or used as evidence in a subsequent proceeding by either party without the written consent of both the complainant and the respondent(s). The administrator or employee of the administrator who shall make public any information in violation of this provision shall be deemed guilty of a violation of a County ordinance and shall be subject to penalty as set forth in Section 12 of this ordinance.

- (2) If the parties desire to conciliate, the terms of the conciliation shall be reduced to writing in the form approved by the administrator and must be signed and verified by the complainant and respondent(s) and approved by the administrator. The conciliation agreement shall be for conciliation purposes only and shall not constitute an admission by any party that the law has been violated.
- (3) If the administrator deems that there is not probable cause to believe that the alleged discriminatory housing practice has been committed, the administrator shall take no further action with respect to the alleged offense.
- (4) If the administrator, with respect to any matter involves a contravention of this ordinance by failure to conciliate a complaint after the parties, in good faith, have attempted such conciliation; or determining that the violation alleged in the complaint cannot be resolved by conciliation, the administrator shall notify both the complainant and the respondent(s) within thirty (30) days of the failure or the determination, and then shall proceed as provided in Paragraph (3) of Section 6 herein above.

#### SECTION 9. ADDITIONAL REMEDIES.

The procedure prescribed by this ordinance does not constitute an administrative prerequisite to another action or remedy available under other law. Further, nothing in this ordinance shall be deemed to modify, impair or otherwise affect any right or remedy conferred by the Constitution or laws of the United States or the State of Florida, and the provisions of this ordinance shall be in addition to those provided by such other laws.

#### SECTION 10. EDUCATION AND PUBLIC INFORMATION.

The administrator may conduct educational and public informational activities that are designed to promote the policy of this ordinance.

#### SECTION 11. UNTRUTHFUL COMPLAINTS OR TESTIMONY.

It shall be a violation of this ordinance for any person knowingly and willfully to make false or untrue statements, accusations or allegations in a complaint filed hereunder or to give false testimony concerning violations of this ordinance.

#### SECTION 12. PENALTY.

Any person who violates any provisions of this ordinance shall be subject, upon conviction, to a fine up to but not exceeding the sum of Five Hundred and no/100 Dollars (\$500.00), or imprisonment for a term not exceeding six (6) months, or by both such fine and imprisonment.

#### SECTION 13. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held illegal, invalid or unconstitutional by the decision of any court or regulatory body of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof. Jefferson County hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared illegal, invalid or unconstitutional, and all ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.



SECTION 14. EFFECTIVE DATE.

This ordinance shall take effect immediately upon its passage, approval and publication as provided by law.

Passed upon first reading at a meeting of the governing body of Jefferson County, Florida on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chief Elected Official

ATTEST:

\_\_\_\_\_  
Auditor and Clerk