



# 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  
April 7, 2015 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 March 17, 2015 Regular Session**
  - c) **4-H BikeFest Small Grant Application**
  - d) **Proclamation – April Water Conservation Month**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
5. **General Business**
  - a) **Upper Aucilla/ Logging Protection Issue – Roy King**
  - b) **Report from VISION Action Plan Implementation Team – Julie Conley**
  - c) **LHAP Update – Parrish Barwick**
  - d) **Fire Department Vehicle Transfer – Chief Matthews/Parrish Barwick**
  - e) **Wacissa Springs Restoration Project Gap Funding Request – Commissioner Walker/Daryle Gray**
6. **County Coordinator**
7. **Commissioner Discussion Items**
8. **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  
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## **ITEM 3: CONSENT AGENDA ITEMS**

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR SESSION  
March 17, 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 Attorney Buck Bird, County Coordinator Parrish Barwick 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. Chairman Bishop introduced special guests at the meeting: Congresswoman Gwen Graham’s representative Alex Quintana and local Boy Scouts present to observe the meeting.

**ITEM 3: Consent Agenda**

3. Commissioner Barfield requested pulling item 3(b), Lloyd Sidewalk, to be placed on an agenda for a future meeting. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the consent agenda as amended, consisting of the minutes of the March 3<sup>rd</sup> Regular Session, was approved.**

**ITEM 4: Citizens Request & Input on Non-Agenda Items**

4. Economic Development Director Julie Conley gave an update on Project Game Changer and stated she was working with the legislature to secure funding for both the sports complex and infrastructure to support other commercial development in the area. She went on record to thank Senator Montford and Representative Beshears for their help.

**ITEM 5a: St. Augustine Road SCOP Bid Recommendations**

5. Clerk of Court Kirk Reams introduced this item. There were three bids on this project, which runs on St. Augustine Road from Highway 59 westward to US-27. Clerk Reams recommended low bidder CW Roberts for the project, which came in under budget at a cost of \$390,670.77. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board approved CW Roberts as the low bidder.** Clerk Reams stated that with extra funds, he will ask the state if they can move another project up. Citizen Paul Henry stated his opinion that any extra funds should be returned to the state. Citizen Troy Averka reminded the Board that St. Augustine Road was approved as a heritage road via resolution.

**ITEM 5c: Audit of Road Improvement Spending**

6. Commissioner Boyd introduced this item. He stated he had reviewed the minutes and saw where the Board had approved \$100,000 from this year’s budget Road Department budget for work on the roads. He stated he had no issues or questions with how the Clerk’s Office had handled funds, but wanted a breakdown of how and where the money was spent and requested a managerial audit. Chairman Bishop stated that more work was performed than expected and that there were 44 miles of improvements/pavement instead of the 25 miles the Board had anticipated. Commissioner Walker praised the County Coordinator for all that he had accomplished. Commissioner Hall inquired if the money spent would be audited by our annual audit, to which County Commissioner Barwick

responded in the affirmative, as all public funds are audited. Citizen Troy Avera stated the citizens of the county deserved some form of accountability. Citizen Paul Henry asked if all road projects were bid out, to which Clerk Reams responded Peavy was the low bidder for the asphalt. Citizen Delfine Hill, owner of Simpkins Financial Group, stated that it was always good to do an independent audit or review of a specific area/expenditure in question. Citizen Phil Calandra stated he would be amazed if the info wasn't readily available and did not understand the need for an audit. He also noted that the Board had approved the Road Department to do all of the prepping of the roads early in the process. Citizen Kate Calvin inquired about the cost of an audit. Commissioner Walker stated he would only support an audit in an instance where the County had spent money on a road and then turned it private, as was the case with the Malloy Landing Road issue several years ago. Commissioner Boyd made a public records request for information from the County Coordinator's Office. Commissioner Barfield requested that Chairman Bishop work with County Coordinator to provide the requested information.

**ITEM 6: County Coordinator – Road Construction Project Completion Report**

7. County Coordinator Barwick presented this report to the Board and provided an in-depth overview of the spreadsheet from the last meeting. He discussed the road project, which began two and a half years ago up until the present.

**ITEM 7: Commissioner Discussion Items**

8. Commissioner Barfield stated that Regional Mobility Plan projects were being ranked and some would be funded but some would not. She also noted that the Transportation Plan was a huge benefit to Jefferson County in this process. Commissioner Barfield also discussed the proposed Natural Bridge closure and stated that Leon County wanted Wakulla and Jefferson Counties to bear the burden of the \$2 million temporary bridge.
9. Commissioner Hall commented on how functional and aesthetically pleasing the library was after the renovations.
10. Commissioner Walker noted that the Wacissa River Headwaters project would begin this week.
11. County Attorney Buck Bird notified the Board of an upcoming lawsuit regarding re-districting.
12. Clerk of Court Kirk Reams stated the bids for the Watermill Road project should be opened and ready before the next morning meeting. He also informed the Board of Project Greenlight, an initiative by the Clerk of Courts across the state that would allow people to pay traffic citations with no collection fees for one day only.

**ITEM 8: Adjournment**

13. The warrant register was reviewed and bills ordered paid.
14. **On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried, the meeting was adjourned.**

\_\_\_\_\_  
Chairman

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

# PROCLAMATION

**WHEREAS**, clean, safe and sustainable water resources and supplies are vital to the people, environment and economy of Florida; and

**WHEREAS**, the Jefferson County Board of County Commissioners is working with the Northwest Florida Water Management District and with the State of Florida, other water management districts, local governments and water supply utilities to ensure the continued welfare of the residents and natural systems of Northwest Florida; and

**WHEREAS**, the Jefferson County Board of County Commissioners encourages residents to help support the County's efforts to ensure a clean and reliable water supply, which is vital to a healthy economy and community; and

**NOW, THEREFORE**, the Governing Board of Jefferson County hereby proclaims the month of April 2015, as

## **Water Conservation Month**

And calls upon each resident, visitor and business to help protect our region's water resources through common-sense water conservation measures and increased awareness of the need to conserve water.

**PASSED AND ADOPTED** this 7th day of April, A.D., 2015.

**Jefferson County Commission**

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Benjamin Bishop, Chair  
April 7, 2015

ATTEST:

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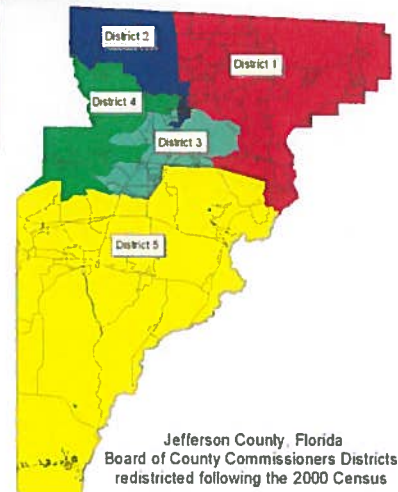
Kirk Reams, Clerk of the Courts  
April 7, 2015

## **ITEM 5(c): LHAP UPDATE**

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



Jefferson County Courthouse



## **Fiscal Years Covered 2015/2016, 2016/2017, 2017/2018**

May 2, 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:

- ✓ 2015-2016
- ✓ 2016-2017
- ✓ 2017-2018

### 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.

Additionally, as is customary with the implementation of many housing programs, reasonable “project delivery” costs will be charged to each project to ensure successful implementation and completion of the various housing activities. Project delivery costs may include the following:

- processing of applications for assistance
- appraisals required by program regulations
- preparation of work write-ups, work specifications, and cost estimates or review of these items if an owner has had them independently prepared
- project underwriting
- construction inspections and oversight

- project document preparation

All project delivery costs will be documented in accordance with the SHIP program parameters.

*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.

**R. GREEN INITIATIVES:** Chapter 420.9075(3)(d), Florida Statutes

In accordance with the statutory requirement, Jefferson County encourages energy efficiency, green building and sustainability. All contractors providing housing construction or rehabilitation services for projects assisted with SHIP funds must provide the following pursuant to the Housing Rehabilitation Specifications:

- ✓ Incorporate energy star water heaters as appropriate
- ✓ Light fixtures and ceiling fans must be energy star rated
- ✓ Electric heating must be energy star rated
- ✓ The installation of refrigerators, dishwashers and washers must be energy star rated

The County encourages energy efficient and environmentally friendly green elements and will make every effort to incorporate these features and products into new construction and rehabilitation projects. Requiring contractors to comply with the above standards will ultimately reduce long term costs related to maintenance, utilities and insurance.

## II. LHAP STRATEGIES

### A. Owner-Occupied Housing Rehabilitation

#### a. Summary of the Strategy:

This program will provide rehabilitation repairs to correct structural 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 cooling systems, appliances, windows and doors etc.

#### b. Fiscal Years Covered:

2015/2016, 2016/2017, 2017/2018

#### c. Income Categories to be served: Very-low and Low income

#### d. Maximum award: 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%) subordinate mortgage, due on sale, transfer, refinancing or if owner ceases to occupy the property as the primary residence. 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. The loan is assumable by income-eligible heirs. 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-qualified basis. No assistance will be provided to any property owner who owes property taxes. Mobile homes are ineligible for this program. Recipients are limited to receiving SHIP funds one time only for any strategy.

#### 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. First-time homebuyer is defined as: an applicant who has not owned a home during the past three years; one who has been displaced as a result of divorce or domestic abuse; or, a person displaced as a result of a governmental action. This strategy will be coordinated with financial institutions and their affordable loan programs.
- b. **Fiscal Years Covered:**  
2015/2016, 2016/2017, 2017/2018
- c. **Income Categories to be served:** Very-low, Low and Moderate income
- d. **Maximum award: up to \$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, refinancing or if borrower ceases to occupy the property as their primary residence. 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. The loan is assumable by income-eligible heirs. All recaptured funds will be deposited into the Local Housing Trust Fund as Program Income.
- f. **Recipient Selection Criteria:**  
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. Recipients are limited to receiving SHIP funds one time only for any strategy.
  - 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:** 2015/2016, 2016/2017, 2017/2018

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

**d. Maximum award:** 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%) subordinate 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 from the date the new assistance is granted. 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 the 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. Loans must be at least sixty (60) days delinquent before assistance can be considered. If the amount of delinquency is greater than the maximum amount of assistance allowed under this strategy, the borrower must show proof as to how the residual portion of the delinquent amount exceeding the maximum SHIP allowance will be satisfied prior to receiving SHIP assistance.

- g. Sponsor Selection Criteria, if applicable: N/A**
- h. Additional Information: N/A**

**D. Purchase Assistance New Construction**

**a. Summary of the Strategy:**

New Construction Loan- 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: 2015/2016, 2016/2017, 2017/2018**

**c. Income Categories to be served: Very Low, Low and Moderate Income levels**

**d. Maximum award:**

**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 are 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. Recipients are limited to receiving SHIP funds one time only for any strategy.

**g. Sponsor Selection Criteria, if applicable:** Interested builders will undergo an application process prescribed by the County to ensure the following:

- a. They have the capacity to complete the project within the specified timeframe
- b. Not debarred from participating in any federal or state community development program
- c. Contractor must be properly licensed to do business as a contractor within the state of Florida
- d. Contractor possesses adequate insurance to participate as a contractor in the SHIP program
- e. Contractor has a positive track record in constructing houses in accordance with the SHIP program parameters if previously participated in the program.

**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:**

2015/2016, 2016/2017, 2017/2018

**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**

**ADMINISTRATIVE BUDGET**

## ADMINISTRATIVE BUDGET FOR EACH FISCAL YEAR

## Exhibit A Admin Budget

Fiscal Year		
<b>2015 - 2016</b>		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Professional Services	\$	35,000.00
<b>Total:</b>	\$	<b>35,000.00</b>

Fiscal Year		
<b>2016 - 2017</b>		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Professional Services	\$	35,000.00
<b>Total:</b>	\$	<b>35,000.00</b>

Fiscal Year		
<b>2017 - 2018</b>		
Salaries and Benefits	\$	-
Office Supplies and Equipment	\$	-
Travel Perdiem Workshops, etc	\$	-
Advertising	\$	-
Professional Servies	\$	35,000.00
<b>Total:</b>	\$	<b>35,000.00</b>

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

**EXHIBIT B**

**TIMELINE FOR ENCUMBRANCE AND EXPENDITURE**









**EXHIBIT C**

**HOUSING DELIVERY GOALS CHART (HDGC) FOR EACH FISCAL YEAR**

**COVERED IN THE PLAN**

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART#2002

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

Name of Local Government:	Jefferson County Board of County Commissioners	Available Funds:	\$350,000.00	2015-2016	2014-2015	Please check applicable box, & if Amendment, enter number		
							New Plan:	X
		A	B	C	D	E	F	
		New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units	
<b>HOME OWNERSHIP STRATEGIES</b>								
Owner Occupied Housing Rehabilitation	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award		
	2	\$40,000	1	\$40,000	1	\$20,000	\$0	
Purchase Assistance for Existing Props	2	\$30,000	1	\$25,000	1	\$20,000	\$120,000.00	
Foreclosure Prevention	2	\$2,500	2	\$2,500	2	\$2,500	\$105,000.00	
Purchase Assistance New Construction	1	\$30,000	1	\$25,000	1	\$20,000	\$15,000.00	
Disaster Assistance (upon occurrence of event)							\$75,000.00	
<b>Subtotal 1 (Home Ownership)</b>	7		5		4		\$315,000.00	
<b>RENTAL STRATEGIES</b>								
Subtotal 2 (Non-Home Ownership)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award		
Administration Fees	0		0		0		\$0.00	
Admin. From Program Income							\$0.00	
Home Ownership Counseling							\$0.00	
<b>GRAND TOTAL</b>	7		5		4		\$350,000.00	
Add Subtotals 1 & 2, plus all Admin. & HO Counseling								
<b>Percentage Construction/Rehab</b>	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.							
Maximum Allowable							56%	
Purchase Price:								
<b>Allocation Breakdown</b>	<b>Amount</b>	<b>%</b>						
Very-Low Income	\$175,000.00	50.0%						
Low Income	\$95,000.00	27.1%						
Moderate Income	\$45,000.00	12.9%						
<b>TOTAL</b>		90.0%					18-Mar-15	



# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART#2002

STRATEGIES FOR THE LOCAL HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR:												2017-2018		2016-2017									
Name of Local Government:												Available Funds:		Fiscal Yr. Closeout:									
Jefferson County Board of County Commissioners												\$350,000.00		2016-2017									
HOME OWNERSHIP STRATEGIES												A		B		C		D		E		F	
Owner Occupied Housing Rehabilitation												New Construction SHIP Dollars		Rehab/Repair SHIP Dollars		Without Construction SHIP Dollars		Total SHIP Dollars		Total Percentage		Total Units	
Purchase Assistance for Existing Props												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
Foreclosure Prevention												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
Purchase Assistance New Construction												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
Disaster Assistance (upon occurrence of event)												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
Subtotal 1 (Home Ownership)												\$75,000.00		\$120,000.00		\$120,000.00		\$315,000.00		90.00%		16	
RENTAL STRATEGIES												New Construction SHIP Dollars		Rehab/Repair SHIP Dollars		Without Construction SHIP Dollars		Total SHIP Dollars		Total Percentage		Total Units	
Subtotal 2 (Non-Home Ownership)												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
Administration Fees												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
Admin. From Program Income												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
Home Ownership Counseling												SHIP Dollars		SHIP Dollars		SHIP Dollars		SHIP Dollars		Percentage		Units	
GRAND TOTAL												\$75,000.00		\$120,000.00		\$120,000.00		\$350,000.00		100.00%		16	
Percentage Construction/Rehab												Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.											
Maximum Allowable												New		Existing		56%		56%		56%		56%	
Purchase Price:												New		Existing		56%		56%		56%		56%	
Allocation Breakdown												Amount		%		Max Amount Program Income For Admin:		\$35,000.00		\$35,000.00		18-Mar-15	
Very-Low Income												\$175,000.00		50.0%		\$35,000.00		\$35,000.00		\$35,000.00		\$35,000.00	
Low Income												\$95,000.00		27.1%		\$35,000.00		\$35,000.00		\$35,000.00		\$35,000.00	
Moderate Income												\$45,000.00		12.9%		\$35,000.00		\$35,000.00		\$35,000.00		\$35,000.00	
TOTAL												\$350,000.00		90.0%		\$350,000.00		\$350,000.00		\$350,000.00		\$350,000.00	

**EXHIBIT D**

**CERTIFICATION PAGE**

**CERTIFICATION TO  
FLORIDA HOUSING FINANCE CORPORATION**

Name of Local Government: Jefferson County

- (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 with in 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.

Page 2  
Certification

- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (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* XX *has not* been implemented.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Benjamin "Benny" Bishop, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Kirk Reams, Jefferson County Clerk of Court



**EXHIBIT E**

**ADOPTING RESOLUTION**

RESOLUTION NO. \_\_\_\_\_

**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 AMENDMENT TO 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, embodied in Sections 420.907-420.9079, Florida Statutes, 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, Florida Statutes, 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; and

**WHEREAS**, 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), receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs; and

**WHEREAS**, the County's Housing Department 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 the 2015 – 2018 Local Housing Assistance Plan is necessary to be submitted to the Florida Housing Finance Corporation for review and approval in order to continue to effectively carry out the provisions of the SHIP Program.

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

**SECTION 1. FINDINGS.** The above findings are true and correct and are hereby incorporated herein by reference.

**SECTION 2. ADOPTION OF LHAP.** The Board of County Commissioners of Jefferson County hereby approves the 2015 - 2018 Local Housing Assistance Plan, as attached and incorporated herein by reference, for submission to the Florida Housing Finance Corporation as required by the SHIP Act for fiscal years 2015/2016, 2016/2017 and 2017/2018.

**SECTION 3. CHAIRMAN AUTHORIZATION.** 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 4. EFFECTIVE DATE.** This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,**  
2015.

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Benjamin "Benny" Bishop, Chairman

ATTEST:

\_\_\_\_\_  
Kirk Reams, Clerk of Court

**EXHIBIT F**

**PROGRAM INFORMATION SHEET**

**Exhibit F**

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM  
INFORMATION SHEET**

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LOCAL GOVERNMENT: **Jefferson County Board of County Commissioners**

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): **Benjamin "Benny" Bishop, Chairman**

ADDRESS: **1 Courthouse Circle, Monticello, FL 32344**

SHIP ADMINISTRATOR: **Government Services Group, Inc.**

ADDRESS: **P.O. Box 357995, Gainesville, Florida 32635**

TELEPHONE: **(352) 381-1975** FAX: **(352) 381-8270**

EMAIL ADDRESS: **Jay Moseley, (jmoseley@govserv.com)**

ADDITIONAL SHIP CONTACTS: **Nick Flynt, Assistant County Coordinator**

ADDRESS: **450 W. Walnut Street, Monticello, FL 32344**

EMAIL ADDRESS: Nick Flynt - [nflynt@jeffersoncountyfl.gov](mailto:nflynt@jeffersoncountyfl.gov)

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

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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: **450 W. Walnut Street, Monticello, FL 32344**

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

**X** 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

**EXHIBIT G**

**ORDINANCE**

**NOT APPLICABLE**

**EXHIBIT H**

**INTERLOCAL AGREEMENT**

**NOT APPLICABLE**



**ITEM 5(d): FIRE DEPARTMENT VEHICLE  
TRANSFER**



## Jefferson County Fire Rescue

Mark Matthews  
Chief

03/10/2015

To: Parrish Barwick, County Coordinator  
Re: Vehicle Inventory

Dear Mr. Barwick,

Jefferson County Fire Rescue has two vehicles we would like to remove from our inventory.

The first is a 2005 F-350 Ambulance Chassis with 185,000 miles and a 1997 ALS box that is damaged. Neither we nor the road department can find a use for the truck. To repurpose this truck would require removing the ALS box, at a cost of about \$700, and changing the rear airbag suspension back to leaf springs. The quoted cost of changing back to leaf springs is about \$4,700. This is more than what the truck is worth. Wakulla County has expressed an interest in acquiring the truck to use as a stationary training prop. They have a simulator mannequin that they want to put in the back to make the training as real as possible. I request permission to donate the ambulance to Wakulla County.

The second truck is 1980's 2.5 ton military transport truck that was converted to a 1,000 gallon brush truck by the Canaveral Shores Fire Department. In 2008 Canaveral Shores donated the truck to the Monticello Volunteers and they titled it under the county since it was a brush truck. Monticello had it about 4 months and the then County Fire Chief transferred it to the LVFD against the wish of the MVFD. It has sat unused and not running the last three years. The LVFD does not want it anymore and I don't want to put any money into it. The MVFD would like to have it back. The City Council is willing to accept title to the truck. I request permission to transfer title of the Brush Truck to the City of Monticello.

Respectfully,

*Mark Matthews*

Chief Mark Matthews,  
Jefferson County Fire Rescue

57 Martin Road  
Monticello, FL 34344  
(850) 342-0182 / fax (850) 342-0181  
E-mail: [mmatthews@jeffersoncountyfl.gov](mailto:mmatthews@jeffersoncountyfl.gov)

**ITEM 5(e): WACISSA SPRINGS  
RESTORATION PROJECT GAP FUNDING  
REQUEST**

JEFFERSON COUNTY BOARD of COUNTY COMMISSIONERS  
 SUMMARY OF ADDITIONAL COST  
 WACISSA SPRINGS RESTORATION  
 APRIL 1, 2015

<i>Item</i>	<i>Description</i>	<i>Qty.</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total</i>
<b>GENERAL COSTS</b>					
2.5	<b>BANK STABILIZATION AND VEGETATION</b>	1	LS	\$ 4,500.00	\$ 4,500.00
2.7	<b>METAL SWIM ACCESS</b>	1	EA	\$ 10,440.87	\$ 10,440.87
<b>TOTAL</b>				<b>\$</b>	<b>14,940.87</b>

Notes

- 2.5 Ground Cover Vegetation plant on stabilized bank between swim access points
- 2.7 Concrete alternative contractor estimate is \$9,262.