



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

Stephen Fulford
District 1 Chairman

Gene Hall
District 2

J T Surlis
District 3

Betsy Barfield
District 4 ViceChair

Stephen Walker
District 5

Regular Session Agenda

**April 5, 2018 at the Courthouse Annex
435W. Walnut Street, Monticello, FL 32344**

1. **6 PM – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations & Awards**
3. **Consent Agenda**
 - a) Approval of Agenda
 - b) Minutes of March 15, Regular Session
 - c) General/Transportation Fund Vouchers
 - d) Final Certification West Lake Road
 - e) Augusta Bird Mortgage Satisfaction of Lien
 - f) Traffic Signal Maintenance and Compensation Agreement
 - g) Sheriff McNeill Request for 2nd Dollar Funds for In-Service Training
4. **General Business**
 - a) Restore Act Selection Committee Recommendations - Comm. Barfield
 - b) SHIP Local Housing Assistance Plan (LHAP) Update - Jay Mosely/P.Barwick
 - c) CDBG Housing Change Order Request - David Fox
5. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
6. **County Coordinator**

Reports
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.

Tim Sanders
Clerk of Courts

Parrish Barwick
County Coordinator

T. Buckingham Bird
County Attorney

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session
Courthouse Annex
March 15, 2018
6:00 P.M.

The Board met this date in regular session. Present were Chairman Stephen Fulford, Commissioners Betsy Barfield, Eugene Hall, JT Surlles and Stephen Walker. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick, and Clerk of Court Tim Sanders.

1. County Judge Robert R. Plaines led the invocation and pledge of allegiance.
2. County Coordinator Parrish Barwick presented plaques, like the one in the Board Room, in honor and memory of Sheriff David Hobbs, to his wife, Brenda, and to his daughter, Brittany Bishop and family. The plaque included a Proclamation approved by the Board dated December 7, 2017 that sets apart future Thanksgiving Weeks as a week of remembrance and honor in memory of Sheriff David Hobbs.
3. Dr. Barbara Reddick presented the creation of the “Behind the Badge Foundation” in memory of Sheriff David Hobbs, which will provide two scholarships for Jefferson County students to further their education.
4. Jefferson County/University of Florida Extension Service Director John Lilly presented and reviewed a power point presentation entitled “2017 Customer Satisfaction Survey-Results for Florida and Jefferson County.” Mr. Lilly also introduced Jefferson County’s new Ag Agent, Ms. Danielle Sprague, and also recognized Family Extension Agent Ms. Julianne Shoup.
5. **On motion by Commissioner Walker, seconded by Commissioner Surlles and unanimously carried, the Consent Agenda as amended—including Approval of Agenda, the minutes of the March 1, 2018 Regular Session, and the General/Transportation Fund Vouchers—was approved.**
6. Jefferson County Health Department Director Kimberly Allbritton gave an update on the Community Health Improvements Plan activities that are being held in Jefferson County. She also gave a reminder of the Bike Fair being held on April 6th at Clifford Brown Memorial Park in Monticello from 4:30 to 6:00 PM. Commissioner Barfield stated that Doug and Kathy Kirk give back to the community each year by repairing and donating bicycles for children and adults.
7. Commissioner Barfield referred to a report in the Commissioners’ packets entitled “Dirty Pecan-Epic Gravel Bicycle Ride/60-80-100-150 Miles-One Day/Benefitting Jefferson County 4-H” and invited the following to share their thoughts on the event which attracted over 400 riders and netted over \$11,000 for Jefferson County 4-H: Scott Shirley,

Sheriff Mac McNeill, and John Lilly. In closing Commissioner Barfield thanked the Sheriff, Commissioner Surles, Mr. Lilly and the County Coordinator for their assistance.

8. Mr. Barwick referred to a CenturyLink Subordination of Utility Interests Agreement, Warranty Deed between Donald H. Ohmes and Jefferson County, and Florida Department of Transportation Project Resolution to allow work in the Curtis Mill Road right-of-way in conjunction with the bridge replacement. **On motion by Commissioner Walker, seconded by Commissioner Surles and unanimously carried, the Board approved said Subordination Agreement.**
9. Mr. Barwick referred to a Lease Agreement between the Board of County Commissioners and Leasing 2, Inc. dated March 1, 2018 for the replacement and financing of two (2) Mack Gu813 Dump Trucks for the Road Department. Mr. Barwick asked the Board to also grant him and/or the Chair authority to sign a Lease Agreement not included in the packet between the Board and Leasing2 for a Solid Waste 2018 Mack GU813 Roll Off Truck. **On a motion by Commissioner Surles, seconded by Commissioner Walker and unanimously carried, the Board approved the signatures of the County Coordinator or Chair on said Lease Agreements.**
10. EMI (Elliott Marshall Innes, PA) Architect Bill Douglas presented a Bid Sheet for the Old Jefferson County High School Building A State Grant SC 728 restoration project. He reviewed the proposed descriptive items of work and pricing that amounted to \$828,183, which is over budget by \$146,683. Mr. Douglas recommended the Board consider constructing the West Wing of the building and leave the East Wing for later at a cost of \$590,745.28, which will leave \$90,754.72 as contingency. **On a motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the Board approved Mr. Douglas' recommendation, subject to State approval, and to move forward and enter into a contract with Riley Palmer Construction Co., Inc. as GMP.**
11. Commissioner Barfield suggested the Board have a Workshop to discuss how best to proceed with the future restoration of Building A. Citizen Paul Henry spoke in favor of determining the remaining cost of the restoration project. With the help of Mr. Douglas, the Board by consensus agreed to hold a Workshop on site at Building A on Friday, April 13th at 1:30 PM to help the Board put together a plan to move forward with the restoration.
12. Citizen Paul Henry commended Mr. Lilly and the Jefferson County 4-H program.
13. The County Coordinator referred to the "First Addition" of a proposed Road Construction List by District and length found in the packet and also a paper entitled Resurface Program with list of roads by District and length. Mr. Parrish recommended moving the W. T. Lewis Road from said "First Addition" list to the Resurface Program List. He also recommended the Board bid out a total asphalt contract for the 2018 road bond paving and resurfacing projects. Commissioner Barfield asked about the performance of road base testing to meet Florida Department of Transportation standards and longevity of

paved roads. **On a motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried, the Board approved the proposed Resurface Program projects as submitted, less Chittling Road. On a motion by Commissioner Barfield, seconded by Commissioner Surles and carried 4-0 with Commissioner Walker abstaining due to an announced conflict, the Board approved Chittling Road to be added to the Resurface Program.**

14. Citizen Eric Sorenson inquired if Brock Road was on the list to be paved, to which County Coordinator Barwick replied the entire route is to be stabilized with south end paved.
- 15. On a motion by Commissioner Barfield, seconded by Commissioner Surles and carried unanimously, the Board approved the addition of Bullard Road (District 3) and Brumbly Road (District 5) to said “First Addition” of Road Construction List.**
16. The Clerk of Court presented a folder that included Florida Department of Transportation (FDOT) Applicant and Project Overview Information for the following roads submitted for improvements: Ebenzer-Hatchet (County Incentive Grant Program-CIGP); Government Farm Road (Small County Road Assistance Program-SCRAP); and Boston Highway (Small County Outreach Program-SCOP). Mr. Sanders reported that FDOT was accepting only one application for SCRAP and SCOP this year and the Board’s highest priority for each was submitted.
17. The Clerk also reported he met with the Jefferson County School Board on March 12th at their Regular Meeting, acting as the County Finance Officer, with regard to the Lease Purchase and attached Option to Purchase Agreement between the School Board and Board of County Commissioners for the Old Jefferson County High School Building A, and proposed that for every \$1.00 spent by the Board of County Commissioners for future restoration work, the School Board credit the indebtedness of the County \$0.50. The Board by consensus agreed to allow the County Attorney to prepare an Amendment to said Lease/Purchase Agreement for presentment by the Clerk at the next Regular School Board Meeting.
18. The Clerk also presented to the Board a booklet entitled “Statement of Actual and estimated Revenues & Statement of Expenditures, Encumbrances and Appropriations as of February, 28, 2018.”
19. Commissioner Hall suggested the Board purchase a plaque for display in the Courthouse Annex that would list all the County Commissioners and their years of service in the history of Jefferson County.
20. Commissioner Barfield recommended the Board appoint a selection committee to review applications for the currently advertised Restore Act Grant Consultant and suggested she and possibly Teresa Tinker, Andrew Wellman, the Clerk or Deputy Clerk, and one other be included. Commissioner Barfield asked that the appointment of said committee be

placed on the agenda for the next Regular Meeting and asked her fellow Commissioners to consider citizens that they would like to be considered for the committee.

21. Commissioner Barfield also shared that she would be attending a Lloyd community town hall meeting on April 20th at 5:30 PM at the Lloyd Womans Club to discuss the future of the historic district around the main intersection.
22. Commissioner Surles asked for clarification on the prioritization of future road paving. Mr. Barwick recommended each Commissioner present a top project by District to proceed to the next paving phase.
23. There being no other business, the Chair adjourned the meeting at 8:35 PM.

REPORT DATE 03/23/2018
SYSTEM DATE 03/23/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
CHECK REGISTER
COMPLETE REGISTER OF ALL SORTED CHECKS

PAGE 1
TIME 09:04:20
USER KNEWBERRY

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	012212513931	COUNTY TAX DEED EXPENSES VR	01032318-001	03/23/2018	-	2014 Tax Certificates	11825.00 -----
CHECK TOTAL FOR CHECK NUMBER 312469 DATED 03/23/2018 WRITTEN TO JEFFCOTX Jefferson Co. Tax Coll. for the amount of							11825.00
01 Bank Code TOTALS for 00001 Checks to 00001 Vendors for the amount of							11825.00 -----
REPORT TOTALS for 00001 Checks to 00001 Vendors for the amount of							11825.00 =====

REPORT DATE 03/26/2018
SYSTEM DATE 03/26/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
CHECK REGISTER
COMPLETE REGISTER OF ALL SORTED CHECKS

PAGE 1
TIME 10:18:28
USER KNEWBERRY

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	224212534640	EQUIPMENT	VR 22032618-001	03/21/2018	-	2018 Ford F-250	30230.66
CHECK TOTAL FOR CHECK NUMBER 312471 DATED 03/26/2018 WRITTEN TO DUVALFOR Duval Ford for the amount of							----- 30230.66
01 Bank Code TOTALS for 00001 Checks to 00001 Vendors for the amount of							----- 30230.66
REPORT TOTALS for 00001 Checks to 00001 Vendors for the amount of							=====

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-01001		G/L CASH ACCOUNT-011010000				CASH-CHECKING-GEN. FUND			
Advanced Business System	04/05/2018	-	305884	03/09/2018	VR	01040518-053	Mtr#69696	8.39	.00
Advanced Business System	04/05/2018	-	306076	03/13/2018	VR	01040518-065	Mtr#70304	39.38	.00
Advanced Business System	04/05/2018	-	306077	03/13/2018	VR	22040518-140	Mtr#70301	41.14	.00
Advanced Business System	04/05/2018	-	306078	03/13/2018	VR	01040518-014	Mtr#70302,70315,70316	543.86	.00
Advanced Business System	04/05/2018	-	306079	03/13/2018	VR	01040518-013	Mtr#70317,70318,70319	78.25	.00
Advanced Business System	04/05/2018	-	306276	03/16/2018	VR	01040518-012	Mtr#70308	15.75	.00
Advanced Business System	04/05/2018	-	306524	03/21/2018	VR	01040518-025	Mtr#71985	52.16	.00
CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems TOTALS								778.93	.00
Animal Medical Clinic*	04/05/2018	-	279066	03/21/2018	VR	01040518-033	#4512 Vet Services	135.00	.00
CHECK TO VENDOR==>VENDOR ANIMALCL Animal Medical Clinic* TOTALS								135.00	.00
Ard, Shirley & Rudolph,P	04/05/2018	-	11605	03/20/2018	VR	01040518-047	#2-101.1 Plan Rep 04/18	2188.33	.00
CHECK TO VENDOR==>VENDOR ARDSHIRL Ard, Shirley & Rudolph,PA TOTALS								2188.33	.00
Gerald Barnes	04/05/2018	-	124606	03/19/2018	VR	01040518-023	Extension-AnnouncementTwr	900.00	.00
Gerald Barnes	04/05/2018	-	124607	03/19/2018	VR	01040518-024	Extension-PaintBuilding	4500.00	.00
CHECK TO VENDOR==>VENDOR BARNESGE Gerald Barnes TOTALS								5400.00	.00
Best Industrial Supply	04/05/2018	-	4899	03/15/2018	VR	22040518-127	SolidWaste-TP,Cleaner	101.65	.00
Best Industrial Supply	04/05/2018	-	4902	03/22/2018	VR	22040518-145	Solid Waste-Trash Bags	264.58	.00
CHECK TO VENDOR==>VENDOR BESTINDU Best Industrial Supply TOTALS								366.23	.00
Big Bend-Eubanks Termite	04/05/2018	-	210235	03/27/2018	VR	01040518-016	#10348 Annual Termite	225.00	.00
CHECK TO VENDOR==>VENDOR BIGBTERM Big Bend-Eubanks Termite TOTALS								225.00	.00
T. Buckingham Bird	04/05/2018	-	04011801	04/01/2018	VR	01040518-002	Monthly Budget 04/18	2260.41	.00
CHECK TO VENDOR==>VENDOR BIRDTBUC T. Buckingham Bird TOTALS								2260.41	.00
Marty Bishop	04/05/2018	-	04011801	04/01/2018	VR	01040518-003	Monthly Budget 04/18	24016.66	.00
CHECK TO VENDOR==>VENDOR BISHOPM Marty Bishop TOTALS								24016.66	.00
Dorian Bradley	04/05/2018	-	03271801	03/27/2018	VR	14040518-115	FieldTrainingOfficerCours	75.00	.00
CHECK TO VENDOR==>VENDOR BRADLEYD Dorian Bradley TOTALS								75.00	.00
Campbell's Plumbing, LLC	04/05/2018	-	12454	03/13/2018	VR	01040518-027	Library-Ladies Room	85.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE NUMBER	VOUCHER TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
CHECK TO VENDOR==>VENDOR CAMPBPLU Campbell's Plumbing, LLC							TOTALS	85.00	.00
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-056	Act#312042207	598.44	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-057	Act#312042207	129.23	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-058	Act#312042207	129.23	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-059	Act#312042207	230.58	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-060	Act#312042207	163.74	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-061	Act#312042207	368.91	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-062	Act#312042207	228.52	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 01040518-064	Act#312042207	113.70	.00	
CenturyLink	04/05/2018	-	22070318	03/16/2018	VR 22040518-063	Act#312042207	53.17	.00	
CenturyLink	04/05/2018	-	24390318	03/17/2018	VR 01040518-110	Act#438952439	166.33	.00	
CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink							TOTALS	2181.85	.00
Chamber of Commerce	04/05/2018	-	03271801	03/27/2018	VR 01040518-083	Corner Ad in Official Map	515.00	.00	
CHECK TO VENDOR==>VENDOR CHAMBER Chamber of Commerce							TOTALS	515.00	.00
Cumulus Tallahassee	04/05/2018	-	294776	02/28/2018	VR 01040518-019	Chili Challenge	575.00	.00	
CHECK TO VENDOR==>VENDOR CUMULUS Cumulus Tallahassee							TOTALS	575.00	.00
CurtisMorganGarageInc	04/05/2018	-	11516	02/19/2018	VR 01040518-087	FireRescue-RadiusArmBushi	501.00	.00	
CurtisMorganGarageInc	04/05/2018	-	11516	02/19/2018	VR 01040518-088	FireRescue-RadiusArmBushi	618.13	.00	
CurtisMorganGarageInc	04/05/2018	-	11832	02/28/2018	VR 01040518-085	FireRescue-Fuel Injector	232.00	.00	
CurtisMorganGarageInc	04/05/2018	-	11832	02/28/2018	VR 01040518-086	FireRescue-Fuel Injector	399.53	.00	
CHECK TO VENDOR==>VENDOR CURTISMO CurtisMorganGarageInc							TOTALS	1750.66	.00
State of Florida	04/05/2018	-	2N-1195	03/21/2018	VR 01040518-034	#215-8844	115.55	.00	
State of Florida	04/05/2018	-	2N-1196	03/21/2018	VR 01040518-035	#215-8844	5.00	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-089	#AN2AW01	11.21	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-091	#AN2MO01	278.17	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-092	#AN2MO02	112.05	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-093	#AN2MO05	67.23	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-096	#AN2MO08	91.49	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-097	#AN2MO09	52.22	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-098	#AN2MO10	89.64	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-099	#AN2MO11	33.61	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-100	#AN2MO11	33.62	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-101	#AN2MO12	44.82	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-102	#AN2MO13	48.52	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-103	#AN2MO15	22.41	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-104	#AN2MO16	67.23	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-105	#AN2MO17	89.64	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-106	#AN2MO18	44.82	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-107	#AN2MO19	133.36	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 01040518-108	#AN2MO21	25.00	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 19040518-090	#AN2AW01	11.20	.00	
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR 19040518-094	#AN2MO06	46.67	.00	

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
State of Florida	04/05/2018	-	2N-6548	03/21/2018	VR	22040518-095	#AN2M007	67.23	.00
State of Florida	04/05/2018	-	2N-6549	03/21/2018	VR	01040518-066	#AN2	72.72	.00
State of Florida	04/05/2018	-	2N-6550	03/21/2018	VR	19040518-117	#AN2-14844	33.95	.00
State of Florida	04/05/2018	-	2N-6551	03/21/2018	VR	01040518-067	#AN2-10457	20.22	.00
State of Florida	04/05/2018	-	2N-6552	03/21/2018	VR	01040518-068	#AN2-1550	40.02	.00
CHECK TO VENDOR==>VENDOR DEPTMGMT State of Florida TOTALS								1657.60	.00
Dewberry Engineers, Inc.	04/05/2018	-	1526805	03/15/2018	VR	01040518-017	Wacissa Springs Ph2	4851.90	.00
Dewberry Engineers, Inc.	04/05/2018	-	1526806	03/15/2018	VR	01040518-018	Wacissa Springs Ph2	3550.00	.00
CHECK TO VENDOR==>VENDOR DEWBERRY Dewberry Engineers, Inc. TOTALS								8401.90	.00
Duke Energy	04/05/2018	-	12170318	03/12/2018	VR	01040518-026	Act#4924911217	686.85	.00
Duke Energy	04/05/2018	-	20520318	03/09/2018	VR	01040518-050	Act#6505372052	121.03	.00
Duke Energy	04/05/2018	-	51500318	03/12/2018	VR	01040518-055	Act#9160135150	1022.27	.00
Duke Energy	04/05/2018	-	60800318	03/19/2018	VR	01040518-037	Act#3663516080	24.39	.00
Duke Energy	04/05/2018	-	75780318	03/13/2018	VR	01040518-040	Act#1644507578	384.01	.00
Duke Energy	04/05/2018	-	90640318	03/20/2018	VR	01040518-084	Act#3193189064	597.08	.00
Duke Energy	04/05/2018	-	90900318	03/12/2018	VR	01040518-042	Act#0846449090	143.03	.00
Duke Energy	04/05/2018	-	90900318	03/12/2018	VR	01040518-043	Act#0846449090	143.02	.00
Duke Energy	04/05/2018	-	91430318	03/12/2018	VR	01040518-054	Act#7767549143	17.85	.00
Duke Energy	04/05/2018	-	91980318	03/13/2018	VR	01040518-048	Act#7205709198	37.53	.00
Duke Energy	04/05/2018	-	93470318	03/09/2018	VR	22040518-141	Act#2704479347	191.73	.00
Duke Energy	04/05/2018	-	95940318	03/15/2018	VR	01040518-022	Act#5010229594	378.08	.00
Duke Energy	04/05/2018	-	98070318	03/12/2018	VR	01040518-041	Act#5175629807	835.50	.00
CHECK TO VENDOR==>VENDOR DUKE Duke Energy TOTALS								4582.37	.00
Jairamy Goode	04/05/2018	-	03051801	03/05/2018	VR	14040518-135	Raising the Bar Course	25.00	.00
CHECK TO VENDOR==>VENDOR GOODEJ Jairamy Goode TOTALS								25.00	.00
Gramling's Electric	04/05/2018	-	03281801	03/28/2018	VR	01040518-109	Extension-ReplWoodGable	810.00	.00
CHECK TO VENDOR==>VENDOR GRAMLING Gramling's Electric TOTALS								810.00	.00
Angela Gray	04/05/2018	-	04011801	04/01/2018	VR	01040518-004	Quarterly Budget	150158.00	.00
Angela Gray	04/05/2018	-	04011802	04/01/2018	VR	19040518-005	Fire Fees	2210.00	.00
Angela Gray	04/05/2018	-	04011803	04/01/2018	VR	22040518-006	Solid Waste Fees	2747.00	.00
CHECK TO VENDOR==>VENDOR GRAYANGE Angela Gray TOTALS								155115.00	.00
Gulf Coast Lumber/Supply	04/05/2018	-	FINANCE	02/25/2018	VR	01040518-080	#300168 Finance Charge	31.37	.00
Gulf Coast Lumber/Supply	04/05/2018	-	FINANCE	02/25/2018	VR	01040518-081	#300168 Finance Charge	31.36	.00
Gulf Coast Lumber/Supply	04/05/2018	-	26780	11/17/2017	VR	01040518-072	#300168 Steel Doors	675.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Gulf Coast Lumber/Supply	04/05/2018	-	26780	11/17/2017	VR	01040518-073	#300168 Steel Doors	675.00	.00
Gulf Coast Lumber/Supply	04/05/2018	-	30343	01/31/2018	VR	01040518-074	#300168 Wheel Barrel	20.00	.00
Gulf Coast Lumber/Supply	04/05/2018	-	30343	01/31/2018	VR	01040518-075	#300168 Wheel Barrel	19.99	.00
Gulf Coast Lumber/Supply	04/05/2018	-	30371	01/31/2018	VR	01040518-076	#300168	19.00	.00
Gulf Coast Lumber/Supply	04/05/2018	-	30371	01/31/2018	VR	01040518-077	#300168	18.99	.00
Gulf Coast Lumber/Supply	04/05/2018	-	31512	02/21/2018	VR	01040518-078	#300168 Elbow	.70	.00
Gulf Coast Lumber/Supply	04/05/2018	-	31512	02/21/2018	VR	01040518-079	#300168 Elbow	.69	.00
Gulf Coast Lumber/Supply	04/05/2018	-	32744	03/16/2018	VR	22040518-138	#300166 Coupler	1.99	.00
CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply* TOTALS								1494.09	.00
Howdys Rent A Toilet	04/05/2018	-	625379	03/16/2018	VR	01040518-049	#15916 Wacissa River Head	128.00	.00
CHECK TO VENDOR==>VENDOR HOWDYS Howdys Rent A Toilet TOTALS								128.00	.00
Ingram Library Services	04/05/2018	-	33624333	03/13/2018	VR	01040518-029	Act#2005054	26.05	.00
Ingram Library Services	04/05/2018	-	33624334	03/13/2018	VR	01040518-028	Act#2005054	183.52	.00
Ingram Library Services	04/05/2018	-	33646274	03/14/2018	VR	01040518-030	Act#2005054	38.77	.00
Ingram Library Services	04/05/2018	-	33667701	03/15/2018	VR	01040518-032	Act#2005054	65.14	.00
Ingram Library Services	04/05/2018	-	33667702	03/15/2018	VR	01040518-031	Act#2005054	14.45	.00
CHECK TO VENDOR==>VENDOR INGRAM Ingram Library Services TOTALS								327.93	.00
Jeff.Co. Clerk of Courts	04/05/2018	-	04011801	04/01/2018	VR	01040518-001	Monthly Budget 04/18	30000.00	.00
CHECK TO VENDOR==>VENDOR JEFCLERK Jeff.Co. Clerk of Courts TOTALS								30000.00	.00
Jefferson Community Wate	04/05/2018	-	12000218	02/28/2018	VR	19040518-118	Act#0311200	38.79	.00
Jefferson Community Wate	04/05/2018	-	37000218	02/28/2018	VR	19040518-119	Act#0403700	46.48	.00
CHECK TO VENDOR==>VENDOR JEFFCOMM Jefferson Community Water TOTALS								85.27	.00
Jeff Cnty Sheriff's Offi	04/05/2018	-	03051801	03/05/2018	VR	14040518-136	RaisingtheBarCourseRegist	447.00	.00
Jeff Cnty Sheriff's Offi	04/05/2018	-	03161801	03/16/2018	VR	14040518-015	Budget Req. #7	323452.45	.00
CHECK TO VENDOR==>VENDOR JEFFCOSH Jeff Cnty Sheriff's Offic TOTALS								323899.45	.00
Jefferson Co. Tax Coll.	04/05/2018	-	03211801	03/21/2018	VR	22040518-131	2018Ford Title&Registrat	126.05	.00
CHECK TO VENDOR==>VENDOR JEFFCOTX Jefferson Co. Tax Coll. TOTALS								126.05	.00
Jefferson Co. Extension	04/05/2018	-	03211801	03/21/2018	VR	01040518-020	Walmart-DemonstrationSupp	15.48	.00
CHECK TO VENDOR==>VENDOR JEFFEXTE Jefferson Co. Extension TOTALS								15.48	.00
Jones Welding & Industri	04/05/2018	-	00513494	02/28/2018	VR	01040518-082	#58675 Cylinder Rental	349.91	.00
CHECK TO VENDOR==>VENDOR JONESWEL Jones Welding & Industria TOTALS								349.91	.00
Jerry Loggins	04/05/2018	-	03051801	03/05/2018	VR	14040518-133	Raising the Bar Course	25.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
						CHECK TO VENDOR==>VENDOR LOGGINSJ Jerry Loggins		
						TOTALS	25.00	.00
Madison County	04/05/2018	-	03221801	03/22/2018	VR 01040518-036	VA Shared Cost 03/18	1853.64	.00
						CHECK TO VENDOR==>VENDOR MADISONB Madison County		
						TOTALS	1853.64	.00
Marpan Supply Company	04/05/2018	-	1477060	03/13/2018	VR 22040518-125	#009255 Container Lid	300.00	.00
						CHECK TO VENDOR==>VENDOR MARPAN Marpan Supply Company		
						TOTALS	300.00	.00
Monticello Carquest Inc.	04/05/2018	-	38155958	01/22/2018	VR 19040518-116	Cust#262 Radiator	140.85	.00
Monticello Carquest Inc.	04/05/2018	-	38156375	02/02/2018	VR 19040518-122	Cust#262 HavolineConventi	22.46	.00
Monticello Carquest Inc.	04/05/2018	-	38158068	03/14/2018	VR 22040518-128	Cust#263 Tire Gauge	10.49	.00
Monticello Carquest Inc.	04/05/2018	-	38158073	03/14/2018	VR 22040518-126	#263 Hyd Fitting	3.40	.00
Monticello Carquest Inc.	04/05/2018	-	38158086	03/14/2018	VR 22040518-129	Cust#263 Jumper Cable	33.57	.00
Monticello Carquest Inc.	04/05/2018	-	38158179	03/16/2018	VR 22040518-137	Cust#263 CREDIT	-111.98	.00
						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc.		
						TOTALS	98.79	.00
MyOfficeProducts	04/05/2018	-	5247337	03/20/2018	VR 01040518-046	#40534 Memo Pads	32.90	.00
MyOfficeProducts	04/05/2018	-	5252496	03/21/2018	VR 01040518-120	#40534 Legal Pads	21.66	.00
						CHECK TO VENDOR==>VENDOR MYOFFICE MyOfficeProducts		
						TOTALS	54.56	.00
Grubbs Auto Parts, LLC	04/05/2018	-	224217	03/19/2018	VR 22040518-132	#1695 Wrench,HydHoseFitti	94.38	.00
						CHECK TO VENDOR==>VENDOR NAPAAUTO Grubbs Auto Parts, LLC		
						TOTALS	94.38	.00
Partsmaster	04/05/2018	-	23262686	03/14/2018	VR 22040518-146	#PM364386 SteelHook,Clamp	434.64	.00
						CHECK TO VENDOR==>VENDOR PARTSMAS Partsmaster		
						TOTALS	434.64	.00
Priced Right Services LL	04/05/2018	-	012823	03/20/2018	VR 22040518-143	SolidWaste-ServiceCall	187.00	.00
						CHECK TO VENDOR==>VENDOR PRICEDRI Priced Right Services LLC		
						TOTALS	187.00	.00
Redwire	04/05/2018	-	141235	03/25/2018	VR 01040518-011	#W1M1414 Annex	236.05	.00
						CHECK TO VENDOR==>VENDOR REDWIRE Redwire		
						TOTALS	236.05	.00
Register's Mini Storage	04/05/2018	-	04011801	04/01/2018	VR 01040518-007	Units B 17, 21-22	225.00	.00
						CHECK TO VENDOR==>VENDOR REGISTMI Register's Mini Storage		
						TOTALS	225.00	.00
Right Way Welding & Fabr	04/05/2018	-	1310	03/15/2018	VR 22040518-124	SolidWaste-CompactMechani	570.00	.00
Right Way Welding & Fabr	04/05/2018	-	1314	03/20/2018	VR 22040518-139	SolidWst-RepairCompactor	1835.00	.00
						CHECK TO VENDOR==>VENDOR RIGHTWEL Right Way Welding & Fabri		
						TOTALS	2405.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Willie Roberts	04/05/2018	-	03051801	03/05/2018	VR 14040518-134	Raising the Bar Course	25.00	.00
						CHECK TO VENDOR==>VENDOR ROBERTSW Willie Roberts		
						TOTALS	25.00	.00
Keith Roddenberry	04/05/2018	-	526368	03/21/2018	VR 01040518-021	Courthouse-Lawn Service	50.00	.00
						CHECK TO VENDOR==>VENDOR RODDENBE Keith Roddenberry		
						TOTALS	50.00	.00
Royal Mini Storage, Inc.	04/05/2018	-	04011801	04/01/2018	VR 01040518-008	Unit #47	110.00	.00
						CHECK TO VENDOR==>VENDOR ROYALMIN Royal Mini Storage, Inc.		
						TOTALS	110.00	.00
Rudy Scheese Welding Co.	04/05/2018	-	03161801	03/16/2018	VR 22040518-142	Solid Waste-Repair	840.00	.00
						CHECK TO VENDOR==>VENDOR SCHEESER Rudy Scheese Welding Co.		
						TOTALS	840.00	.00
James Skipworth	04/05/2018	-	03201801	03/20/2018	VR 01040518-045	Janitorial Svcs 03/18	420.00	.00
						CHECK TO VENDOR==>VENDOR SKIPWORJ James Skipworth		
						TOTALS	420.00	.00
T & S Electric Inc.	04/05/2018	-	276033	03/19/2018	VR 01040518-009	StateAtty-ReplaceLamp	370.00	.00
T & S Electric Inc.	04/05/2018	-	276034	03/20/2018	VR 01040518-010	PublicDef-Ballast, Lamp	528.19	.00
						CHECK TO VENDOR==>VENDOR T&SELECT T & S Electric Inc.		
						TOTALS	898.19	.00
Tri-County Electric Coop	04/05/2018	-	10010318	03/14/2018	VR 19040518-121	Act#87301001001	28.72	.00
Tri-County Electric Coop	04/05/2018	-	90050318	03/14/2018	VR 22040518-130	Act#72001059005	80.75	.00
						CHECK TO VENDOR==>VENDOR TRI-CO. Tri-County Electric Coop.		
						TOTALS	109.47	.00
ULTRA SHRED TECHNOLOGIES	04/05/2018	-	107092	03/20/2018	VR 01040518-044	Document Destruction	72.00	.00
						CHECK TO VENDOR==>VENDOR ULTRASH ULTRA SHRED TECHNOLOGIES		
						TOTALS	72.00	.00
UniFirst Corporation	04/05/2018	-	0157328	03/15/2018	VR 22040518-123	Cust#1237569	156.21	.00
UniFirst Corporation	04/05/2018	-	0157338	03/15/2018	VR 01040518-051	Cust#1311916	151.70	.00
UniFirst Corporation	04/05/2018	-	0157348	03/15/2018	VR 01040518-052	Cust#1381144	26.62	.00
UniFirst Corporation	04/05/2018	-	0157819	03/22/2018	VR 22040518-144	Cust#1237569	154.71	.00
UniFirst Corporation	04/05/2018	-	0157829	03/22/2018	VR 01040518-039	Cust#1311916	88.20	.00
UniFirst Corporation	04/05/2018	-	0157839	03/22/2018	VR 01040518-038	Cust#1381144	26.62	.00
						CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation		
						TOTALS	604.06	.00
United Parcel Service	04/05/2018	-	7R376447	11/04/2017	VR 01040518-069	#E7R376 Postage	32.76	.00
United Parcel Service	04/05/2018	-	7R376487	12/02/2017	VR 01040518-070	#E7R376 Postage	1.97	.00
United Parcel Service	04/05/2018	-	7R376497	12/09/2017	VR 01040518-071	#E7R376 Postage	32.76	.00
						CHECK TO VENDOR==>VENDOR UPS United Parcel Service		
						TOTALS	67.49	.00
US Bank Equipment Financ	04/05/2018	-	35035857	02/02/2018	VR 01040518-111	#500-0418748-000	133.82	.00
US Bank Equipment Financ	04/05/2018	-	35035857	02/02/2018	VR 19040518-112	#500-0418748-000	133.83	.00
US Bank Equipment Financ	04/05/2018	-	35244322	03/05/2018	VR 01040518-114	#500-0418748-000	133.83	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
US Bank Equipment Financ	04/05/2018	-	35244322	03/05/2018	VR 19040518-113	#500-0418748-000	133.82	.00
						CHECK TO VENDOR==>VENDOR USBANK US Bank Equipment Finance	TOTALS	535.30 .00
						CASH ACCOUNT # 011010000	TOTALS	577216.69 .00
						BANK ACCOUNT # 0101001611	TOTALS	577216.69 .00
						FINAL REPORT TOTALS	577216.69	.00

REPORT DATE 03/28/2018
SYSTEM DATE 03/28/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER

PAGE 8
TIME 14:15:07
USER KNEWBERRY

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

SELECT CRITERIA: DUE DATE 04/05/2018 TO 04/05/2018
VENDOR
VOUCHER TO 99999999
CASH CODE 01001

INCLUDE DORMANT CREDIT MEMOS?...: Y

END OF REPORT

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-08008	G/L	CASH ACCOUNT-111010000				CASH-CHECKING-CO TRANS		
Capital Rubber & Industr	04/05/2018	-	79993	03/09/2018	VR 11040518-009	Tank Truck Hose CPLD	182.50	.00
						CHECK TO VENDOR==>VENDOR CAPITALR Capital Rubber & Industri TOTALS	182.50	.00
CenturyLink	04/05/2018	-	83040318	03/16/2018	VR 11040518-001	Act#312168304	405.82	.00
						CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink TOTALS	405.82	.00
Conrad Yelvington Distri	04/05/2018	-	786144	03/05/2018	VR 11040518-016	Yard	1456.17	.00
Conrad Yelvington Distri	04/05/2018	-	786847	03/06/2018	VR 11040518-015	Yard	1568.89	.00
Conrad Yelvington Distri	04/05/2018	-	787537	03/07/2018	VR 11040518-014	Yard, Vista Rd	1246.10	.00
Conrad Yelvington Distri	04/05/2018	-	788236	03/08/2018	VR 11040518-013	Yard, Vista Rd	975.19	.00
						CHECK TO VENDOR==>VENDOR CONRADYE Conrad Yelvington Distrib TOTALS	5246.35	.00
Howdys Rent A Toilet	04/05/2018	-	625380	03/16/2018	VR 11040518-002	#18072 Hwy 19 N	64.00	.00
Howdys Rent A Toilet	04/05/2018	-	625381	03/16/2018	VR 11040518-003	#19214 Hold Pond Hwy 19	64.00	.00
Howdys Rent A Toilet	04/05/2018	-	625382	03/16/2018	VR 11040518-004	#25061 Old Lloyd & Taylor	64.00	.00
						CHECK TO VENDOR==>VENDOR HOWDYS Howdys Rent A Toilet TOTALS	192.00	.00
Monticello Carquest Inc.	04/05/2018	-	38157842	03/08/2018	VR 11040518-008	Cust#132 3030 SPRGBK	39.99	.00
Monticello Carquest Inc.	04/05/2018	-	38158226	03/19/2018	VR 11040518-007	Cust#132 Air Brake Assy	32.09	.00
						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc. TOTALS	72.08	.00
O'Reilly Automotive, Inc	04/05/2018	-	5-323084	03/15/2018	VR 11040518-012	#336410 Battery Replacem	.00	.00
O'Reilly Automotive, Inc	04/05/2018	-	5-323475	03/19/2018	VR 11040518-011	#336410 Battery	91.37	.00
O'Reilly Automotive, Inc	04/05/2018	-	5-323511	03/19/2018	VR 11040518-010	#336410 Fuel Treatment	113.18	.00
						CHECK TO VENDOR==>VENDOR OREILLY O'Reilly Automotive, Inc. TOTALS	204.55	.00
United Rentals	04/05/2018	-	15476207	03/09/2018	VR 11040518-005	#3154399 Dozer Rental	3595.00	.00
United Rentals	04/05/2018	-	15476207	03/19/2018	VR 11040518-006	#3154399 CREDIT	-135.00	.00
						CHECK TO VENDOR==>VENDOR UNITEDRE United Rentals TOTALS	3460.00	.00
						CASH ACCOUNT # 111010000 TOTALS	9763.30	.00
						BANK ACCOUNT # 0101006511 TOTALS	9763.30	.00
						FINAL REPORT TOTALS	9763.30	.00

REPORT DATE 03/28/2018
SYSTEM DATE 03/28/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER

PAGE 2
TIME 13:21:53
USER KNEWBERRY

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

SELECT CRITERIA: DUE DATE 04/05/2018 TO 04/05/2018
VENDOR
VOUCHER TO 99999999
CASH CODE 08008

INCLUDE DORMANT CREDIT MEMOS?...: Y

END OF REPORT

Tim Sanders

From: Lewis, Mike <jlewis@gpinet.com>
Sent: Thursday, March 29, 2018 12:50 PM
To: Tim Sanders (tsanders@jeffersonclerk.com)
Cc: cculp@jeffersonclerk.com; Bucklew, Sandra; Jones, Elise
Subject: 438293-1-54-01 West Lake Road: Final Invoice
Attachments: Final Invoice.pdf

Good Afternoon Mr. Sanders,
Thank you in advance and have a great afternoon.

Mike Lewis
Assistant Vice President / Project Administrator

1590 Village Square Boulevard, Tallahassee, FL 32309
d +1 (850) 297-2932 | c +1 (850) 528-2505
jlewis@gpinet.com | www.gpinet.com



An Equal Opportunity Employer

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PINEY WOODS ROAD RESURFACING

SECTION 00131 - CERTIFICATE OF FINAL COMPLETION

PROJECT: WEST LAKE ROAD RESURFACING

This certificate of Final Completion applies to all Work under the Contract Documents or to the following specified parts thereof.

The work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR AND ENGINEER, and that Work is hereby declared to be complete in accordance with the Contract Documents on;

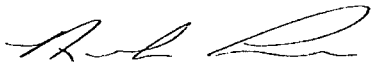
March 23, 2018

The following documents are attached to and made a part of this Certificate:

1. Final Invoice
2. Spec and Compliance Certification

This certificate constitutes an acceptance of Work in accordance with the Contract Documents and is not a release of CONTRACTOR'S obligation to have completed the Work in accordance with the Contract Documents.

Executed by ENGINEER on March 23, 2018

By: 

Accepted by CONTRACTOR on March 23, 2018

By: _____

Accepted by OWNER on March 23, 2018

By: _____

REQUEST FOR PAYMENT

From: Capital Asphalt, Inc
 1330 Capital Circle NE
 Tallahassee, FL 32308

To: Jefferson County BOCC
 1 Courthouse Circle
 Monticello, FL 32344

Invoice: 4489
 Draw: Pay Req-00002
 Invoice date: 03/21/2018
 Period ending date: 03/21/2018

Contract For: FPID No. 435185-1-54-01

Request for payment:

Original contract amount \$793,422.00
 Approved changes \$30,590.00
 Revised contract amount \$824,012.00
 Contract completed to date \$824,012.00
 Add-ons to date \$0.00
 Taxes to date \$0.00
 Less retainage \$0.00
 Total completed less retainage \$824,012.00
 Less previous requests \$686,379.68
 Current request for payment \$671,087.20
 Current billing \$0.00
 Current additional charges \$0.00
 Current tax \$0.00
 Less current retainage -\$15,292.48
 Current amount due \$686,379.68
 Remaining contract to bill \$0.00

Project: 17-2798
 West Lake Rd. Resurfacing

Contract date: 11/16/2017

Architect

Scope



CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	230,090.00	-199,500.00
Total approved this Month		
TOTALS	230,090.00	-199,500.00
NET CHANGES by Change Order	30,590.00	

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the Jefferson County BOCC relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: Capital Asphalt, Inc

By:  03/21/2018

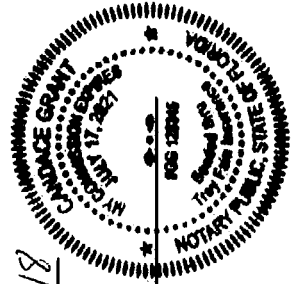
State Of Florida

County Of Leon

Subscribed and sworn to before me this 21st day of March 2018

Notary Public Candace Grant

My commission expires: July 17 2021



REQUEST FOR PAYMENT DETAIL

Project: 17-2798 / West Lake Rd. Resurfacing Invoice: 4489 Draw: Pay Req-00002 Period Ending Date: 03/21/18 Detail Page 2 of 3 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT		TOTAL TO DATE		Units to Finish
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
10-00	0101-1 Mobilization	LS	1.00	39,000.00	39,000.00	0.50	19,500.00	1.00	39,000.00	
11-00	0102-1 Maintenance of Traffic	LS	1.00	15,000.00	15,000.00	0.67	10,050.00	1.00	15,000.00	
12-00	110-1-1 Clearing & Grubbing	LS	1.00	5,000.00	5,000.00			1.00	5,000.00	
20-00	120-1 Regular Excavation	CY	80.00	12.00	960.00			80.00	960.00	
21-00	162-1-11 Soil Layer 6"	SY	13,500.00	0.10	1,350.00	13,500.00	1,350.00	13,500.00	1,350.00	
22-00	210-2 Limerock, Base	CY	100.00	15.00	1,500.00			100.00	1,500.00	
23-00	286-1 Turnout Construction	SY	400.00	10.00	4,000.00	400.00	4,000.00	400.00	4,000.00	
24-00	327-70-6 Milling 1.5" Depth	SY	230.00	5.00	1,150.00			230.00	1,150.00	
25-00	9999-00 Hot Mix Asphalt	TN		75.00	0.00	2,660.00	199,500.00			
26-00	334-1-12 Superpave, Traffic B	TN	6,650.00	86.50	575,225.00	3,267.17	282,610.20	6,650.00	575,225.00	0.00
27-00	334-1-12 1.5" SP9.5, Traf B	TN	20.00	100.00	2,000.00	20.00	2,000.00	20.00	2,000.00	
28-00	570-1-1 Performance Turf	SY	25,300.00	0.30	7,590.00	25,300.00	7,590.00	25,300.00	7,590.00	
29-00	570-1-2 Performance Turf, Sod	SY	13,500.00	1.90	25,650.00	13,500.00	25,650.00	13,500.00	25,650.00	
30-00	700-1-11 Single Sign Post	EA	30.00	300.00	9,000.00	30.00	9,000.00	30.00	9,000.00	
31-00	700-1-50 Single Sign, Relocate	EA	1.00	100.00	100.00	1.00	100.00	1.00	100.00	
32-00	100-1-60 Single Sign, Remove	EA	12.00	15.00	180.00	12.00	180.00	12.00	180.00	
33-00	705-10-2 Object Marker, Type 2	EA	16.00	150.00	2,400.00	16.00	2,400.00	16.00	2,400.00	
34-00	710-90 Painted Pmnt Mark, Final	LS	1.00	16,000.00	16,000.00	1.00	16,000.00	1.00	16,000.00	
35-00	711*-1125 Trm, Wht Solid 24"	LF	26.00	5.00	130.00	26.00	130.00	26.00	130.00	
36-00	711-16-10* Them,White, Solid	GM	8.60	3,600.00	30,960.00	8.60	30,960.00	8.60	30,960.00	
37-00	711-16-20* Them, Yellow, Solid	GM	6.03	3,600.00	21,708.00	6.03	21,708.00	6.03	21,708.00	
38-00	711-16-23* Them, Yellow Skip	GM	2.32	1,700.00	3,944.00	2.32	3,944.00	2.32	3,944.00	
39-00	9999-01 Removal Rumble Strips	EA	40.00	25.00	1,000.00			40.00	1,000.00	
40-00	120-1 Regular Excavation	SY	70.00	15.00	1,050.00			70.00	1,050.00	
41-00	120-3 Lateral Ditch Excavation	LS	1.00	3,500.00	3,500.00	1.00	3,500.00	1.00	3,500.00	
42-00	120-2-2 Borrow Excavation	CY	1,250.00	3.50	4,375.00	1,250.00	4,375.00	1,250.00	4,375.00	
43-00	162-1-11 Prep, Finish Soil 6"	SY	940.00	1.00	940.00	940.00	940.00	940.00	940.00	
44-00	210-2 Limerock, New, Base	SY	70.00	15.00	1,050.00			70.00	1,050.00	
45-00	334-1-12 1.5" SP9.5, Traf B	TN	6.00	200.00	1,200.00			6.00	1,200.00	
46-00	400-1-2 Conc Cls II, Endwalls	CY	30.00	750.00	22,500.00	15.00	11,250.00	30.00	22,500.00	
47-00	430-94-1 Desilting Pipe, 0-24"	LS	1.00	10,000.00	10,000.00	1.00	10,000.00	1.00	10,000.00	
48-00	430-175-1' 5 Pipe, RCP, 15" Rnd	LF	32.00	50.00	1,600.00			32.00	1,600.00	
49-00	430-175-1' 8 Pipe, RCP, 18" Rnd	LF	192.00	50.00	9,600.00			192.00	9,600.00	

REQUEST FOR PAYMENT DETAIL

Project: 17-2798 / West Lake Rd. Resurfacing Invoice: 4489 Draw: Pay Req-00002 Period Ending Date: 2/26/2018 Detail Page 3 of 3 Pages

Item ID	Description	Unit of Measure	CONTRACTED			CURRENT		TOTAL TO DATE		Units to Finish
			Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
50-00	430-982-125 Mifrod End RCP 18" EA	EA	2.00	1,000.00	2,000.00	2.00	2,000.00	2.00	2,000.00	
51-00	570-1-2 Performance Turf Sod SY	SY	940.00	2.50	2,350.00	940.00	2,350.00	940.00	2,350.00	

Totals					824,012.00				671,087.20		824,012.00
--------	--	--	--	--	------------	--	--	--	------------	--	------------

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION COMPLIANCE WITH
SPECIFICATIONS AND PLANS**

700-020-02
CONSTRUCTION
12/16
Page 1 of 2

FIN PROJECT I.D.(s)

435185-1-54-01

DATE: 03/29/2018

CONTRACT NO: West Lake

Monthly:

Final:

Capital Asphalt, Inc., Prime Contractor for the above referenced contract, hereby verifies based on personal knowledge or reasonable investigation and good faith belief, all Quality Control functions and Quality Control sampling and testing results are in substantial compliance with the contract specification requirements and the approved Quality Control Plan for this project. This includes the input of test results into the Department's MAC database within 24 hours of results being received. This represents work done between 11/16/2017 and 03/21/2018. Exceptions to these requirements are listed below.

1.) Item No.: n/a
Exception:

2.) Item No.: n/a
Exception:

3.) Item No.: n/a
Exception:

4.) Item No.: n/a
Exception:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION COMPLIANCE WITH
SPECIFICATIONS AND PLANS**

700-020-02
CONSTRUCTION
12/16
Page 2 of 2

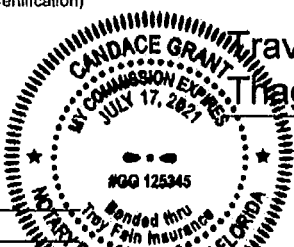
5.) Item No.: n/a
Exception:

6.) Item No.: n/a
Exception:

A false statement or omission made in connection with this certification is sufficient cause for suspension, revocation, or denial of qualification to bid, and a determination of non-responsibility, and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable Federal and State Law.

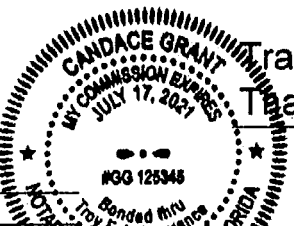
State of Florida
County of Leon
Sworn to and subscribed before me this 29th day
of March, 2018, by Travis Thagard
(Print name of person signing Certification)
Candace Grant
Notary Public (Not Required when Digital)
July 17, 2021
Commission Expires
Personally Known or Produced Identification
Type of Identification Produced _____

Travis Thagard
Quality Control Manager
Capital Asphalt, Inc.
Company
Digitally signed by Travis Thagard
Date: 2018.03.29 11:20:22 -04'00'
Signed By



State of Florida
County of Leon
Sworn to and subscribed before me this 29th day
of March, 2018, by Travis Thagard
(Print name of person signing Certification)
Candace Grant
Notary Public (Not Required when Digital)
July 17, 2021
Commission Expires
Personally Known or Produced Identification
Type of Identification Produced _____

Travis Thagard
Contractor
Capital Asphalt, Inc.
Title
Digitally signed by Travis Thagard
Date: 2018.03.29 11:20:57 -04'00'
Signed By



This Instrument Prepared by:

Inst:201133009540 Date:10/13/2011 Time:2:18 PM
Doc Stamp-Mort:70.00 Int Tax:40.00
Kirk DC, Kirk Reams, Jefferson County Page 1 of 4 B:667 P:540

MORTGAGE

Executed the ____ day of October, A. D. 20 11 by AUGUSTA A.

BIRD, a single person, whose post office address is 675 PUGSLEY DRIVE

MONTICELLO, FL 32344, hereinafter called the Mortgagor, to Jefferson County, by and through the Jefferson County SHIP Program with its permanent post office address at U.S. 19 South, Monticello, Florida, 32344, hereinafter called the Mortgagee:

(Wherever used herein the term "Mortgagor" and "Mortgagee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations; and the term "Repayment Agreement" includes all the Repayment Agreements herein described if more than one.)

WITNESSETH, that for good and valuable considerations, and also in consideration of the aggregate sum named in the of even date herewith, hereinafter described, the Mortgagor hereby grants, bargains, sells, aliens, remises, conveys and confirms unto the Mortgagee all the certain land of which the Mortgagor is now seized and in possession situate in Jefferson County, Florida, viz:

See attached Exhibit "A" for legal description

TO HAVE AND TO HOLD the same, together with the tenements, hereditaments and appurtenances thereto belonging, and the rents, issues and profits thereof, unto the Mortgagee, in fee simple.

AND the Mortgagor covenants with the Mortgagee that the Mortgagor is indefeasible seized of said land in fee simple; that the Mortgagor has good right and lawful authority to convey said land as aforesaid; that the Mortgagor will make such further assurances to perfect the fee simple title to said land in the Mortgagee as may reasonably be required; that the Mortgagor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free and clear of all encumbrances except taxes accruing subsequent to December 31, 2010.

THIS MORTGAGE is inferior and subject to that certain Mortgage dated October 6, 2011 then in the amount of \$61,770.10 executed by Mortgagor herein to

FARMERS AND MERCHANTS BANK, a FL Banking Corp., which mortgage is of record in the Public Records of Jefferson County, Florida, in Official Records Book 667 Page 535, and to which reference is hereby expressly directed.

THIS MORTGAGE and its accompanying indebtedness is not assignable or transferrable without prior written approval of the Mortgagee. Mortgagor agrees not to further encumber the lands without prior written approval of Mortgagee.

PROVIDED ALWAYS, that if said Mortgagor shall pay unto said Mortgagee the certain of even date herewith in the original principal amount of \$ 20,000.00, plus interest (sometimes referred to herein as "the Repayment Agreement" or "Agreement"), the terms, provisions and conditions of which are incorporated herein by reference, including any and all extensions, renewals, substitutions and modifications of and for said Agreement, as well as all other indebtedness secured hereby, and shall perform, comply with and abide by each and every agreement, stipulation, condition and covenant thereof, and of this mortgage, then this mortgage and the estate hereby created, shall cease, determine and be null and void.

AND the Mortgagor hereby further covenants and agrees to pay promptly when due the principal and interest and other sums of money provided for in said Agreement and this mortgage. or either; to pay all and singular the taxes, assessments, levies, liabilities, obligations, and encumbrances of every nature on said property; to permit, commit or suffer no waste, impairment or deterioration of said land or the improvements thereon at any time; to keep the building now or hereafter on said land fully insured in a sum of not less than the highest insurable value, in a company or companies acceptable to the Mortgagee, the policy or policies to be held by, and payable to, said Mortgagee, and in the event any sum of money becomes payable by virtue of such insurance the mortgagee shall have the right to receive and apply the same to the indebtedness hereby secured, accounting to the Mortgagor for any surplus; to pay all costs, charges and expenses, including lawyer's fees and title searches, reasonably incurred or paid by the Mortgagee because of the failure of the Mortgagor to promptly and fully comply with the agreements, stipulations, conditions and covenants of said Agreement and this mortgage, or either; to perform, comply with and abide by each and every the agreements, stipulations, conditions and covenants set forth in said Agreement and this mortgage or either. In the event the Mortgagor fails to pay when due any tax, assessment, insurance premium or other sum of money payable by virtue of said Agreement and this mortgage. or either. the mortgagee may pay the same, without waiving or affecting the option to foreclose or any other right hereunder, and all such payments shall bear interest from date thereof at the highest lawful rate then allowed by the laws of the State of Florida.

IF any sum of money herein referred to be not promptly paid within thirty (30) days next after the same becomes due, or if each and every the agreements, stipulations, conditions and covenants of said Agreement and this mortgage, or either, are not fully performed, complied with and abided by, then the entire sum mentioned in said Agreement, and this mortgage, or the entire balance unpaid thereon, shall forthwith or thereafter, at the option of the Mortgagee, become and be due and payable, anything in said Agreement or herein to the contrary notwithstanding. Failure by the mortgagee to exercise any of the rights or options herein provided shall not constitute a waiver of any rights or options under said Agreement or this mortgage accrued or thereafter accruing.

IF all or any part of the Property or any interest in it is sold or transferred without Mortgagee's prior written consent, Mortgagee may, at its option, require immediate payment in full of all sums secured by this Mortgage. However, this option shall not be exercised by Mortgagee if exercise is prohibited by state or federal law as of the date of this instrument.

IN WITNESS WHEREOF, the said Mortgagor has hereunto signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

T. Buckingham Bird
Witness Signature
T. BUCKINGHAM BIRD
(Type or Print Witness Name)

Augusta A. Bird
AUGUSTA A. BIRD

William J. Watson
Witness Signature
William J. Watson
(Type or Print Witness Name)

STATE OF FLORIDA
COUNTY OF JEFFERSON

The foregoing instrument was acknowledged before me this 6th of OCTOBER, 20 11, by AUGUSTA A. BIRD, (X) who is/are personally known to me or () who has/have produced _____ as identification.



T. Buckingham Bird
Notary Signature
T. BUCKINGHAM BIRD
(Type or Print Notary Name)

Notary Public, State of Florida at Large

My Commission Expires:

Ray M. [Signature]
SHIP ADMINISTRATOR

Exhibit A

Commence at the Northeast corner of Section 25, Township 2 North, Range 4 East, Jefferson County, Florida and run North 89 degrees 23 minutes 20 seconds West 338.26 feet along the North boundary of Section 25 to a point on the West boundary of Pugsley Drive, thence South 00 degrees 42 minutes 53 seconds West 424.92 feet along said street to the POINT OF BEGINNING, thence continue South 00 degrees 42 minutes 53 seconds West 130.0 feet along Pugsley Drive to a point, thence North 89 degrees 39 minutes 52 seconds West 107.0 feet to a point, thence North 00 degrees 42 minutes 53 seconds East 130.0 to a point, thence South 89 degrees 39 minutes 52 seconds East 107.0 feet to the POINT OF BEGINNING. Containing 0.32 acres, more or less and being a part of the Northeast Quarter of the Northeast Quarter of Section 25, Township 2 North, Range 4 East, Jefferson County, Florida.

Parcel Identification Number: 25-2N-4E-0000-0091-0000



Jefferson County State Housing Initiative Program

October 5, 2017

Augusta Bird
675 Pugsley Dr.
Monticello, FL 32344

Re: Request for Payoff Amount – Augusta Byrd

Dear Ms. Bird:

The Jefferson County SHIP program is providing this payoff amount to you for you to close on your reverse mortgage loan. The SHIP program wants people to benefit from our program, but not profit from it. As the term of your initial loan was for seven years, executed in October 2011, you have one year remaining on the loan.

By our calculations, \$20,000 over a seven-year period is \$2,857.14 per year. As you have one year remaining, this is your payoff amount, this amount is good through the end of October. If you cannot close by the end of October, this amount would be reduced each month by \$238.10 each month.

Payoff through October 31, 2017	\$2,857.14
Payoff through November 30, 2017	\$2,619.04
Payoff through December 31, 2017	\$2,380.94

If you have any questions about this letter, please contact me at (352) 381-1975.

Sincerely,


James F Moseley
Project Manager

SATISFACTION OF LIEN

THIS IS TO CERTIFY, that the lien in the sum of \$20,000.00 asserted pursuant to that certain Jefferson County SHIP Mortgage (\$20,000) between Jefferson County, Florida and **Augusta A. Bird, a single person** dated October 6, 2011 and recorded in the Public Records of Jefferson County at O.R. Book 667, Pages 0540 through 0543 against the real property as located as shown in Exhibit A, has been completely satisfied and is hereby released. Jefferson County, Florida hereby directs the Clerk of Circuit Court to cancel and discharge the lien of record.

Dated on the ____ day of _____, 2018.

WITNESSES:

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

(Signature)

STEPHEN FULFORD
CHAIR OF THE BOARD
Address: 1 COURTHOUSE CIRCLE
MONTICELLO, FL 32344

(Printed Name)

ATTEST:

(Signature)

TIM SANDERS
CLERK OF THE COURT

(Printed Name)

STATE OF FLORIDA
COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally appeared _____, and who is personally known to me or produced _____ identification, and after being duly sworn, states that he/she has read the foregoing and that the information is true and correct to the best of affiant's knowledge and belief.

Notary Public, State of Florida
SEAL

(Signature)

(Printed Name)

Exhibit A

Commence at the Northeast corner of Section 25, Township 2 North, Range 4 East, Jefferson County, Florida and run North 89 degrees 23 minutes 20 seconds West 338.26 feet along the North boundary of Section 25 to a point on the West boundary of Pugsley Drive, thence South 00 degrees 42 minutes 53 seconds West 424.92 feet along said street to the POINT OF BEGINNING, thence continue South 00 degrees 42 minutes 53 seconds West 130.0 feet along Pugsley Drive to a point, thence North 89 degrees 39 minutes 52 seconds West 107.0 feet to a point, thence North 00 degrees 42 minutes 53 seconds East 130.0 to a point, thence South 89 degrees 39 minutes 52 seconds East 107.0 feet to the POINT OF BEGINNING. Containing 0.32 acres, more or less and being a part of the Northeast Quarter of the Northeast Quarter of Section 25, Township 2 North, Range 4 East, Jefferson County, Florida.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, Florida 32428

MIKE DEW
SECRETARY

March 21, 2018

Subject: Exhibit A-Renewal Traffic Signal Agreement & Compensation for Fiscal Year **2018-19**

Dear Maintaining Agency Representatives,

Attached is the **Exhibit A** for the fiscal year beginning **July 1, 2018** to **June 30, 2019** for continued compensation of traffic signals in your jurisdiction. We are requesting that you review, sign and date the original copy of the Exhibit A. Once you have reviewed the Exhibit A and verified the accuracy of each traffic signal's location and number of signals in your jurisdiction, return the original Exhibit A to the address listed below for further processing.

VERY IMPORTANT PLEASE NOTE:

If there are any changes on the Exhibit A the Department must be notified in writing at least two weeks prior to the deadline listed below. All changes must be made on an original Exhibit A form and returned to the Department for verification. The corrected Exhibit A will be returned to your office for your signature.

Please return the signed Exhibit A by April 30, 2018 to:

**Florida Department of Transportation
P.O. Box 607
Chipley, Florida 32428
Attention: Tammy Melchi**

If you have any questions or concerns, please contact Tammy Melchi at 850-330-1269 or e-mail tammy.melchi@dot.state.fl.us or Myra Hicks at 850-703-4556 or e-mail mhicks@hntb.com

Respectfully,

Myra Hicks
Traffic Operations – North Florida
Cell (850) 703-4556



Mac McNeill, Sheriff

Jefferson County Sheriff's Office

171 Industrial Park
Monticello, Florida 32344
Phone: (850) 997-2523
Fax: (850) 997-0756



MEMORANDUM

TO: Board of County Commissioners
FROM: Mac McNeill, Sheriff
DATE: 3/27/2018
RE: Request for Second Dollar Funds

I am requesting monies from the Second Dollar Funds (Court Education) for the requisition of an in-service training software to assist our certified employees in obtaining the mandatory required number of hours to maintain their certification. We currently have 66 employees and 60 of those employees are obligated to attend training in order to meet the mandates required by the state regulators.

This software company, Relias, has provided the attached information relating to the courses that will be provided. I anticipate this will alleviate some of the issues we encounter with making certain everyone maintains the number of required hours to keep their certifications. Budget restrictions and court education funds should not be adversely affected by implementing this program.

We will issue the payment for the set-up fee of \$1500 and we are asking for the 16-month invoice of \$11,173.14 come out of the court education funds. We are attaching the Ordering Document, the contract agreement, and the contract amendment. The amendment is to allow us to be released from the contract should we not have the money to meet our obligations. Please issue the following checks:

Relias Learning, LLC
111 Corning Road, Suite 250
Cary, North Carolina 27518

**\$11,173.14 (2nd Invoice on order)
document**

Please be sure to send the checks to our office for distribution as soon as possible. If you have any questions, please contact me.

MM/jw

Attachments

In compliance with the provisions of Sections 938.15 and 318.18(11), Florida Statutes,
I hereby requisition the amounts above.



Ordering Document

Jefferson County Sheriff's Office
171 Industrial Park
Monticello, Florida 32344

The term of this agreement is: 64 Months Method of Payment (Check One): ACH Check

Billing Frequency: Annually
The Subscription Start Date is: 4/1/2018

Name	Subscription Type	Subscription Metric	Subscription Quantity
24/7 Support	Service	Fixed	1
RLMS Portal	License	Per User	60
Corrections - Enhanced Package	Library	Per Employee	60

Year 1 Annual Subscription Total \$8,938.51

Service	Metric	Quantity	Price
Public Safety Site Setup - Basic	Flat Rate	1	\$1,500.00

Professional Services Total \$1,500.00

First Invoice (Professional Services Only) Due 4/30/2018: \$1,500.00

Second Invoice (pro-rated for 16 months 4/1/2018 - 7/31/2019) Due 8/31/2018: \$11,173.14

**PRICING EXPIRES IF NOT EXECUTED BY
3/30/2018**

This Ordering Document, together with the Master Services Agreement and the Schedules linked below, form the entire Agreement between the parties.

Contract Document	Link to Contract Document
MSA MSA Schedule A	https://www.relias.com/msa-2017 https://www.relias.com/msa-2017-schedule-a

CONFIDENTIAL

Quote Number: 2018-125248

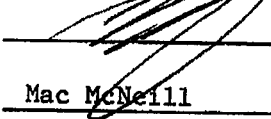
RELIAS

CUSTOMER SIGNATURE PAGE

This Agreement (as hereinafter defined) is entered into between Relias Learning LLC ("Company") and the customer identified in the signature block below ("Customer"), effective as of 4/1/2018 ("Effective Date"). This Agreement establishes the general terms and conditions to which the parties have agreed in order to facilitate the provision of certain services as more fully described herein and in each Ordering Document.

By signing below, the Customer acknowledges that they have read and understood the Agreement and agree to be bound by all the terms and conditions contained therein.

Jefferson County Sheriff's Office

Signature: 
Print Name: Mac McNeill
Job Title: Sheriff
Date: 3/28/2018

Address for Notices:

Liaison Contact

Name: Jean Willis
Job Title: Administrative Assistant
Email: Jean.Willis@jcso-fl.org
Phone: 850-997-8272
Address: Jefferson County Sheriff's Office
171 Industrial Park
Monticello, FL 32344

Relias Learning LLC

Signature: _____
Print Name: _____
Job Title: _____
Date: _____

Address for Notices:

Relias Learning LLC
111 Corning Road, Suite 250,
Cary, North Carolina 27518

Billing Contact

Name: Jean Willis
Job Title: Administrative Assistant
Email: Jean.Willis@jcso-fl.org
Phone: 850-997-8272
Address: Jefferson County Sheriff's Office
171 Industrial Park
Monticello, FL 32344

Quote Number: 2018-125248

RELIAS

Contract Amendment ("Amendment")

Relias Learning LLC ("Company") and Jefferson County Sheriff's Office ("Client") are parties to a Master Services Agreement with a Subscription Start Date of April 1, 2018 (the "Agreement").

Effective as of 4/1/2018 ("Amendment Effective Date"), for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. For the Subscription Services Coverage Period of April 1, 2018 through July 31, 2019, Client agrees to pay the Site Setup Fee and the Annual Subscription fees in accordance with the following schedule ("Payment Schedule"):
 - a. Client shall pay a total of \$1,500.00 on the first invoice due no later than April 30, 2018.
 - b. Client shall pay a total of \$11,173.14 on the second invoice due no later than August 31, 2018.
2. After the Payment Schedule, Client's anniversary date shall be changed to the first of August and Client shall make regular annual payments due no later than the last day of August for the remainder of the Subscription Services Term.
3. The Payment Schedule supersedes the "Due Upon Receipt of Invoice" amount and due date listed on the Ordering Document.
4. Section 4.2 of the MSA is deleted in its entirety and replaced with the following language:

"4.2 Subscription Metrics. Client understands and agrees that (i) all fees are based on the Subscription Metrics purchased and that (ii) unless expressly stated otherwise in the Ordering Document, the quantity(ies) of Subscription Metrics provided in the initial Ordering Document or most recent amendment, if applicable, represent minimum amounts that Client has committed to for the Subscription Service Term (as defined in Section 9.2). Additional Subscription Metrics must be purchased in the event actual use exceeds the licensed quantity, at Company's then-current fees. Additional Subscription Metrics, if any, are prorated for the remainder of the then-current Subscription Services Term. There shall be no fee adjustments or refunds for any decreases in usage during Subscription Services Term (subject to the below defined Public Funding Contingency). Company agrees to negotiate a reduction, up to a complete termination of the Agreement, in the current Subscription Metric if (x) there is a severe reduction in the amount of public funds available to Client, and (y) Client provides Company with thirty (30) days written notice and documentation of that reduction in a form deemed acceptable by Company ("Public Funding Contingency"). Any reductions or terminations exercised under this provision shall be effective on Client's next annual billing cycle."
5. The following language is added to the Agreement as Section 9.6:


"9.6 Early Termination Option. At each election for Sheriff, Client shall have the option to terminate the Agreement only if the then-current Sheriff loses the public election ("Early Termination Option"). To exercise the Early Termination Option, Client must provide written notice to Company no later than sixty (60) days after the incoming Sheriff's administration start date. If Client does not exercise the Early Termination, the Agreement shall continue in full force and effect for the duration of the incoming administration's term in office."

Except as amended herein, all of the terms, conditions and covenants of the Agreement shall remain in full force and effect. Any inconsistencies between this Amendment and the Agreement shall be governed by this Amendment. Any terms used but not defined in this Amendment will have the meanings ascribed in the Agreement.

IN WITNESS WHEREOF, each party hereto, by its representative, has executed this Amendment as of the Effective Date, and such party and its representative warrant that such representative is duly authorized to execute and deliver this Amendment for and on behalf of such party.

Jefferson County Sheriff's Office

Relias Learning LLC

Signature:  _____
Name: Mac McNeill
Title: Sheriff
Date: 3/28/2018

Signature: _____
Name: _____
Title: _____
Date: _____

jean.willis@jcso-fl.org

From: Jeremy Mills <jmills@relias.com>
Sent: Tuesday, March 27, 2018 11:13 AM
To: jean.willis@jcso-fl.org
Cc: gossrm@flcfn.net; logginsj@flcfn.net; Matt Willis
Subject: Clarifications for considering Relias
Attachments: FactSheet_PS_CorrectionsEssentials.pdf

Importance: High

Ms. Willis,

Per our conversation I have included some clarifying details for you to share. I tried to keep it to the essentials to prevent overwhelming anyone but, if there is anything lacking, please give me a call (919) 616-8379.

Regarding the amounts due on the ordering document;

\$1,500 implementation fee due in first invoice

\$10,438 includes that fee. (The current annual user fee is \$8,938.51)

The amount due upon receipt of invoice on the front page of the agreement should read \$10,438. **However**, the amendment that allows you to pay **ONLY** the implementation cost up front and the full amount months down the road supersedes the language in the original ordering document.

That being said, the amendment states the amounts due will be:

\$1,500 upon receipt of 1st invoice (site setup fee only)

\$11,173.14 upon receipt of 2nd invoice (annual fee plus 4 months, prorated)

The prorated payment schedule is to help make use of your remaining funds and get access to the system immediately rather than waiting until the budget cycle renews.

Courses:

Your contract will provide you with access to 650 courses for a total of 912 training hours in the Corrections Enhanced Library.

The system is available 24/7 as a live web platform and can be accessed from any internet location.

I have attached a document that is the Corrections overview that you can print and share. This library alone includes 250 of your total courses. Please look over this and let me know if it is sufficient or you would like more detailed information.




I'm available all day so please don't hesitate to call. Otherwise, please reply to this and let me know that it is sufficient or what else you may need.

Warm regards,

Jeremy Mills

Inside Sales Manager

919.655.1807 direct | 919.616.8379mobile
111 Corning Road, Suite 250, Cary, NC 27518

in    | www.relias.com

RELIAS



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

Stephen Fulford

District 1 Chair

Gene Hall

District 2

J T Surles

District 3

Betsy Barfield

District 4-Vice Chair

Stephen Walker

District 5

Selection Committee Recommendations

Jefferson County RESTORE Act Coordinator

April 2018

Jefferson County has put out an RFP/RFQ for a consultant to manage our grant process for the BP oil spill RESTORE ACT. It is my recommendation that we create a committee of 5 to open, review and select the Grants Coordinator for Jefferson County for the RESTORE Act.

The deadline for the bids is Friday, April 13, 2018

Below are my recommendations for consideration of this committee.

Teresa Tinker – District 5 – She has been instrumental in marching forward the improvements with the Wacissa headwaters park. A good portion of the State Pot (Pot 3 - \$14/M) will be expended on several areas of the Wacissa River.

Andrew Wellman – District 4 – Andrew is one of the planning commissioners for district 4. He is a project manager for Childers Construction. He is on the bid side of RFQ/P's. He will bring to the table a wealth of knowledge on the bidding/selection process.

Betsy Barfield – Commissioner District 4 – BOCC appointment to the Gulf Consortium for the RESTORE Act.

Tim Sanders – Clerk of the Court or his designee.

Thank you –

Betsy Barfield

Tim Sanders
Clerk of Courts

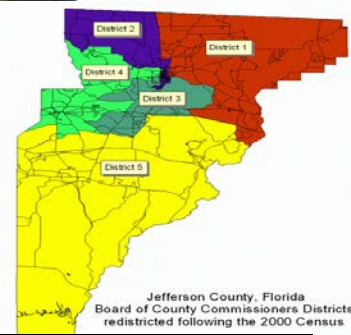
Parrish Barwick
County Coordinator

T. Buckingham Bird
County Attorney

JEFFERSON COUNTY



Jefferson County Courthouse



SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2018-2019, and 2019-2020, 2020-2021

Table of Contents

Description	Page #
Section I, Program Details	3
Section II, Housing Strategies	7
A. Owner Occupied Rehabilitation	6
B. Purchase Assistance	8
C. Disaster Mitigation	9
D. Demolition/Reconstruction	10
Section III, Incentive Strategies	11
A. Expedited Permitting	
B. Ongoing Review Process	
C.	
Section IV, Exhibits	
A. Administrative Budget for each fiscal year covered in the Plan	
B. Timeline for Estimated Encumbrance and Expenditure	
C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan	
D. Signed LHAP Certification	
E. Signed, dated, witnessed or attested adopting resolution	
F. Ordinance: (If changed from the original creating ordinance)	
G. Interlocal Agreement	

I. Program Details:

A. Name of the participating local government: Jefferson County

Is there an Interlocal Agreement: Yes No

B. Purpose of the program:

1. To meet the housing needs of the very low, low and moderate income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2018-2019, 2019-2020, 2020-2021

D. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership: The 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: The 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 Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised 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. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

Priorities for funding described here apply to all strategies unless otherwise stated in the strategy: The County will accept applications during the advertised "Application Period" which will be 30 days. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the

applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low, then moderate. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very-low income, then low, then moderate. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low, then moderate income groups.

Ranking Priority:

1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
2. Essential Services Personnel
 - a. Very low
 - b. Low
 - c. Moderate
3. After Special Needs Set-asides and ESP goals are met
 - a. Very Low
 - b. Low
 - c. Moderate

J. Discrimination: In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

K. Support Services and Counseling: Support services are available from various sources. The county will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Foreclosure Counseling through qualified HUD approved agencies.

L. 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 that calculated for any 12-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:

U. S. Treasury Department

Local HFA Numbers

M. Income Limits, Rent Limits and Affordability: The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

Affordable 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, 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.

- N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall periodically monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic 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 \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 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.

- P. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. 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.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:
“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.”

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:
“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), 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.”

The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. Program Administration: 1. A third party entity or consultant will be contracted for all or part of the administration of the program. The name of the entity is: Government Services Group, Inc.

The administrative duties they will provide are: Administration, Construction Project Management

- R. Project Delivery Costs: In addition to the administrative costs listed above, the county will charge a reasonable project delivery cost to cover inspections performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note. Project Delivery Costs will not be charged unless the Allowable Administrative Fee falls below 10% of awarded funds.
- S. Essential Service Personnel Definition: For purpose of SHIP funding, the county considers the following groups as Essential Services to our county: First Responders, Educators in K-12, Nurses, Active Military, National Guard stationed in the county.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes: The county will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:
 - 1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
 - 2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - a. Toilets: 1.23 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.0 gallons/minute or less;
 - 3. Energy Star qualified refrigerator;
 - 4. Energy Star qualified dishwasher, if provided;
 - 5. Energy Star qualified washing machine, if provided in units;
 - 6. Energy Star qualified exhaust fans in all bathrooms; and
 - 7. Air conditioning: Minimum SEER of 15. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.
- U. Describe efforts to meet the 20% Special Needs set-aside: The county will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the down payment assistance, owner occupied rehabilitation, demolition/reconstruction, and disaster repair/mitigation strategies.
- V. Describe efforts to reduce homelessness: The county will offer Down Payment Assistance to homeless persons that are eligible.

Section II. LHAP Strategies:

A. <i>Owner Occupied Rehabilitation</i>	<i>Code 3</i>
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- a. Summary of Strategy: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, electrical, plumbing, roofing, windows and other structural items. Other items may be included on rehabilitation projects if funds are available after completing all required repairs listed above.

- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$40,000
- e. Terms
 - 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in Loan term: 7 years
 - 4. Forgiveness: Loan is forgiven on a prorated basis so that 14.29% of the principal is forgiven annually.
 - 5. Repayment: Not required as long as the loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a repayment.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the county's approved contractor's list. Applicants are limited to one-time assistance under the SHIP program. Mobile homes are not eligible for rehabilitation assistance.
- i. Subordination Policy: County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment, no cash outs, and no additional loan proceeds going to other parties.

- a. Summary of Strategy: SHIP funds will be awarded for downpayment and closing costs to households to purchase a newly constructed or existing home. A newly constructed home must have received a certificate of occupancy within the last twelve months.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award:

Very Low:	\$30,000
Low	\$25,000
Moderate	\$20,000

- e. Terms:
 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in Loan term: 7 years
 4. Forgiveness: the funds will be forgiven on a prorated basis so that 14.29% of the principal is forgiven annually.
 5. Default: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is

determined that adequate funds may be available to justify pursuing a recapture.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage by an approved lender. Applicants are limited to one-time assistance under the SHIP program. Mobile homes are not eligible for purchase assistance.
- i. Subordination Policy: County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment, no cash outs, and no additional loan proceeds going to other parties.

<i>C. Disaster Mitigation</i>	<i>Code 5</i>
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- a. Summary of Strategy: Funds will be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follows:
 - 1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.
 - 2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
 - 3. Repairs necessary to make the home habitable.
 - 4. Repairs to mitigate dangerous situations (exposed wires)
- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: \$5,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
 - 2. Interest Rate: N/A
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-

served basis with the following additional requirements:

1. Must provide proof of homeowner's insurance
2. Must file for and use proceeds from insurance as first option

- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster. Mobile homes are not eligible for disaster/mitigation assistance.

<i>D. Demolition/Reconstruction</i>	<i>Code 4</i>
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- a. Summary of Strategy: The purpose of this strategy is to assist households whose mobile homes are more than fifty-one percent (51%) structurally unsound as determined by a certified Housing Rehabilitation Inspector or Building Inspector.
- b. Fiscal Years Covered: 2018-2019, 2019-2020, 2020-2021
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$75,000
- e. Terms
 1. Repayment Loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in Loan term: 20 years
 4. Forgiveness: Loan is forgiven on a prorated basis so that 5% of the principal is forgiven annually.
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a

repayment.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as described in section I. (I) of this plan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: All work will be performed by contractors on the county's approved contractor's list. Applicants are limited to one-time assistance under the SHIP program. Only Mobile homes are eligible for Demolition/Reconstruction assistance, replacement with a site built home only.
- i. Subordination Policy: County will consider subordinating the mortgage only for the applicant receiving a mortgage that reduces the monthly payment, no cash outs, and no additional loan proceeds going to other parties.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

- A. Name of the Strategy: **Expedited Permitting**
Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

When contractors apply for a permit for a SHIP related project, the review and processing of that permit is given priority over other permits. It is moved to the front of the line and processed first.

- 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.

The Comprehensive Plan Housing Element is reviewed on a regular schedule and adjusted as necessary to make sure local policies are consistent with maintaining affordability.

- C. Other Incentive Strategies Adopted:

IV. EXHIBITS:

- H. Administrative Budget for each fiscal year covered in the Plan.
- I. Timeline for Estimated Encumbrance and Expenditure.
- J. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.

- K. Signed LHAP Certification.
- L. Signed, dated, witnessed or attested adopting resolution.
- M. Ordinance: N/A (If changed from the original creating ordinance).
- N. Interlocal Agreement N/A
- O. Other Documents Incorporated by Reference

LHAP 2009-001

Exhibit A

2-May-18

Jefferson County

Fiscal Year: 2018-2019	
Estimated Allocation for Calculating:	\$ 350,000.00
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other* - Consultant Administrative Services	\$ 35,000.00
Total	\$ 35,000.00
Fiscal Year: 2019-2020	
Estimated Allocation for Calculating:	\$ 350,000.00
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other* - Consultant Administrative Services	\$ 35,000.00
Total	\$ 35,000.00
Fiscal Year 2020-2021	
Estimated Allocation for Calculating:	\$ 350,000.00
Salaries and Benefits	\$
Office Supplies and Equipment	\$
Travel Per diem Workshops, etc.	\$
Advertising	\$
Other* - Consultant Administrative Services	\$ 35,000.00
Total	\$ 35,000.00

*All "other" items need to be detailed here and are subject to review and by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in main document.

Details:

**CERTIFICATION TO
FLORIDA HOUSING FINANCE CORPORATION**

Local Government or Interlocal Entity: Jefferson County

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, 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, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP 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 LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.

- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.
- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) 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.
- (15) 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 serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness

Chief Elected Official or designee

Witness

Type Name and Title

Date

OR

Attest:
(Seal)

RESOLUTION #: _____

A RESOLUTION OF THE COUNTY COMMISSION OF 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 CHAIR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

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

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

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

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

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

up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Jefferson County Housing Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

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

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, FLORIDA that:

Section 1: The Commission of Jefferson County hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2018-2019, 2019-2020, and 2020-2021.

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

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

PASSED AND ADOPTED THIS _____ DAY OF _____, _____.

Chair

(SEAL)

ATTEST:

County Clerk

Fred Fox Enterprises, Inc

From: David Fox [<mailto:david.fox@fredfoxenterprises.com>]

Sent: Tuesday, March 13, 2018 11:00 AM

To: Parrish Barwick

Cc: Diana Bullock; Fred Fox

Subject: RE: Jefferson County CDBG Housing Change Orders for BCC Consideration - +Theola Scott Change Order #2

This proposed change order (Scott #2) has not been paid to the contractor. The contractor performed the work at risk of not getting paid for it, but based on the existing home already being demolished and the additional site work required by the engineer to stabilize the foundation the contractor had little choice but to proceed with it. This change order if approved will be covered by a portion of the funds that were moved in this recently approved grant amendment.

To answer Diana's previous question, change orders can be approved after the work has been completed but the contractor is aware that they are doing the proposed additional scope of work at risk of the change order not being approved.

Sorry for the delayed response, I was in a DEO Workshop last week.

You are correct the soil was tested and showed clay, that is what triggered change order #1 (10/12/17) for additional engineering and foundation work. After the initial items requested by the engineer in the original report were completed (which included clear/grub foot print plus 10' and installing clean fill and compaction) the operator noticed the soil was still shifting on 10/26/2017. Jerry Walters contacted me to meet him and the Engineer on site on October 27, 2017 due to the soil shifting after compaction. At the time on the meeting the Engineer took additional samples and inspected the site and requested additional site work beyond what was originally proposed in change order #1 as noted on change order #2. Change order #1 is dated 10/12/17 prior to the meeting with the Engineer on site. I was aware on October 27, 2017 that Jerry Walters Construction was going to request approval for a change order #2 once he received his final invoices. Jerry Walters said he was going to hold off on submitting change order #2 until the home was completed in case any other unforeseen items that arose during construction. I make all contractors aware that I cannot approve change orders, that change orders are forwarded to the local community for consideration. I won't forward a change order to a local community unless I feel it is justified and sufficient supporting documentation has been received. Jerry was aware that he was doing the additional work at risk and provided me the support documentation on February 15, 2018 at the punch list walkthrough.

Please let me know if you have any more questions or concerns or if you would like me to call or stop by to discuss. In addition please let me know if the change order will be forwarded to the BCC for consideration and if so what date it will be on the agenda?

David

There's no question in my mind the work has been done. What I'm questioning is why the invoices in change order #2 wasn't included with change order #1 since they both pertain to the need of a special engineered foundation due to the results of the soil test, which more than likely showed pipe clay or a high water table based on where the house was being built. Why wait for the house to be completed before submitting the invoices for payment, which triggered a change order, on work that was performed at the beginning of the project. I have all indications that the house is completed, NO I don't have a final invoice from you on this project but I have received from you the Temp relocation invoice for moving out, plus 4 months, plus moving in and an invoice from Royster's storage showing where they have picked up the unit. I seriously doubt they would have picked up the unit unless the homeowners personal belongings were removed.

Yes, I have heard Parrish say we were not going to hold up the contractors from doing their work while waiting on the BOCC's to approve a change order, but this is bordering ridiculous since the work was done more than 4 months ago.