

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

June 4, 2024  
9:30 AM  
Bradford County Courthouse  
945 North Temple Avenue  
Starke, Florida 32091

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AGENDA

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1. Chair to call meeting to order.
2. Public Hearing – Zoning Road Closure  
(Please ask for Public Comments prior to a Motion and Vote)

ACTION

- A. Please consider to close and abandon the following:

A 30 foot platted street running North and South thru Lots 54,55,58 & 59 of Woodlawn, Plat Book 1, Page 17 of the public records of Bradford County, Florida and lying South of NE 247<sup>th</sup> St., a County Maintained Road, East of State Road 200/US Highway 301 and West of CSX Transportation Railroad in Section 12, Township 5 South, Range 22 East, Bradford County Florida.

AND

A 30 foot platted street, lying in Woodlawn, Plat Book 1, Page 17 of the public records of Bradford County, Florida, with the centerline being the Southerly boundary of Section 12, Township 5 South Range 212 East and the Northerly boundary of Section 13, Township 5 South, Range 22 East, and lying in Lots 57 & 58 of said Section 12 and Lots 7 & 8 of Section 13, all lying East of State Road 200/US Highway 301 and West of CSX Transportation Railroad, Bradford County Florida.

3. Public Comments
  - Three (3) minutes per speaker;
  - Comments will not be accepted after the meeting begins;
  - State your name and address into the record before addressing the board;
  - Address your questions to the board, not county staff;
  - Refrain from demands for an immediate board response; and
  - No boisterous behavior, personal, impertinent, or slanderous remarks.

4. Approval of Consent Agenda

ACTION

- A. Please consider approval of awarding SHIP Demo/Replacement File # 2019-6-S to M&R Construction in the amount of \$135,949.00 (lowest bid).

- B. Please consider approval of deviating from our LHAP on SHIP file # 2019-6-S in the amount of \$135,949.00
- C. Please consider approval of awarding a contract between BoCC and M&R Construction on SHIP Demo/Replacement File # 2019-6-S in the amount of \$135,949.00.
- D. Satisfaction of Mortgage on SHIP Demo/Replacement – SHIP File # 2017-10-S
- E. Inventory Surplus/Delete List
- F. Consider approval of the Detailed Work Plan Budget for Mosquito Control, 24-25 Fiscal Year (State Grant: \$65,494.12, County Match \$65,494.12, Total Budget \$130,988.24
- G. TDC – Advertising Grant Starke Spangled Splash Bash (\$7,500)
- H. SmartCop – IGCf Committee is requesting \$55,537.00 to be paid out of IGCf and \$7,000 to be paid out of Jail Set Aside Funds. (Balance of IGCf account as of 4-29-2024 is \$60,376.39)
- I. Request approval of write-off for accounts placed with NRA for collections (109 accounts) for \$61,949.44; deceased patient accounts (8) for \$1,579.90; and small balance accounts (1) for \$.50. Total write-off amount: \$63,529.84.
- J. Meeting Minutes from 5-7-2024 regular meeting.

ACTION

5. Please consider increasing the maximum amount on our LHAP (Local Housing Assistance Plan) for both SHIP Rehabilitation and demo/replacement strategies. (Rehab is currently 35,000 to 45,000) (Demo/Replacement- is currently 84,500 to 99,500) This is also a recommendation from the State.

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

6. Road Management Technologies Software Presentation

Discussion

7. Consider closure of BoCC offices on Wednesday, June 19<sup>th</sup> for Juneteenth and Friday, July 5<sup>th</sup> for the day after Independence Day.

ACTION

8. Clerk Reports – Denny Thompson, Clerk to the Board and Clerk of the Circuit Court

9. Sheriff Reports – Gordon Smith, Sheriff

10. County Manager Reports – County Manager, Scott Kornegay

11. County Attorney Reports – Rob Bradley

12. Commissioner's Comments

13. Chair's Comments

NOTICE:

Pursuant to Section 286.0105, Florida Statutes, notice is hereby provided that, if a person decides to appeal any decision made by the Board of County Commissioners of Bradford County, Florida with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: June 4<sup>th</sup>, 2024

AGENDA ITEM: Road Closure

DEPARTMENT: Zoning

PURPOSE/DESCRIPTION:

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Bradford County, Florida shall hold a public hearing on Tuesday June 4<sup>th</sup>, 2024 at 9:30 A.M., or as soon thereafter as the matter may be heard, in the Board of County Commissioners Chambers at the Bradford County Courthouse, located at 945 N. Temple Avenue in Starke, Florida, to consider the exercise of its authority pursuant to Chapter 336, *Florida Statutes*, to close and abandon the following:

A 30 foot platted street running North and South thru Lots 54, 55, 58 & 59 of Woodlawn, Plat Book 1, Page 17 of the public records of Bradford County, Florida and lying South of NE 247<sup>th</sup> St., a County Maintained Road, East of State Road 200/US Highway 301 and West of CSX Transportation Railroad in Section 12, Township 5 South, Range 22 East, Bradford County, Florida.

AND

A 30 foot platted street, lying in Woodlawn, Plat Book 1, Page 17 of the public records of Bradford County, Florida, with the centerline being the Southerly boundary of Section 12, Township 5 South Range 22 East and the Northerly boundary of Section 13, Township 5 South, Range 22 East, and lying in Lots 57 & 58 of said Section 12 and Lots 7 & 8 of said Section 13, all lying East of State Road 200/US Highway 301 and West of CSX Transportation Railroad, Bradford County, Florida.

ASSOCIATED COST(S): \$ 350.00, paid on April 11<sup>th</sup>, 2024

BUDGET LINE (G/L #): N/A

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TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

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RECOMMENDED ACTION: Seek input from County Public Works Department

RECOMMENDED MOTION: To be presented by The County Attorney

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BRADFORD COUNTY, FLORIDA

APPLICATION TO VACATE, ABANDON, DISCONTINUE, OR  
CLOSE A STREET, ALLEYWAY, ROAD, HIGHWAY OR ANY  
PORTION THEREOF PURSUANT TO BCC § 62-37

WE, THE UNDERSIGNED, being all of the property owners, either by deed or by contract for deed, abutting that certain street, alleyway, road, highway, or portion thereof described as follows:

Any and all roads affecting the subject property  
that are part of or within the "Woodlawn" plat,  
plan, or subdivision. (Plat Book 1, Page 13)

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Section 12+13, Township 5 South, Range 22 East;

do hereby petition the Board of County Commissioners of Bradford County to vacate, abandon, discontinue, or close the above described parcel and to grant unto the undersigned their respective portions of said abandoned or closed street, alleyway, road, highway, or portion thereof.

The undersigned sellers and buyers under contract for deed, agree that by the act of abandoning or closing such street, alleyway, road, highway or portion thereof, the abutting property of any holder of a contract for deed shall accrue to such contract and shall be a part of and follow the same and to that extent any such contract for deed shall be considered amended to this end.

**Note:** This application must include signatures of respective abutting owners, i.e. husband and wife, partners, co-owners, trustees, corporate officials or agent. Proof of ownership, surveying, preparation of necessary legal descriptions, and title work shall be the responsibility of the respective owners. If Owners number more than four, please duplicate as many of the last page as necessary to accommodate all property owners.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

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1. OWNERS: Timber Ranch FL, LLC.  
(all names)

5230 Paylor Lane Sarasota FL 34240  
(mailing address)

(413) 822-9734  
(telephone numbers)

INSTRUMENT OF TITLE: DEED CONTRACT O.R. Book 2083 Page 492  
(circle one of above)

Tax Parcel No. 01145-0-00500 / 01151-0-00000

Brief description of property:

50.2 Acres on the corner of US 301 and NE 247<sup>th</sup> St.

Signatures:



Pete Scerbo  
(printed name)

\_\_\_\_\_

\_\_\_\_\_  
(printed name)

\_\_\_\_\_

\_\_\_\_\_  
(printed name)

\_\_\_\_\_

\_\_\_\_\_  
(printed name)

A 30 foot platted street running North and South thru Lots 54, 55, 58 & 59 of Woodlawn, Plat Book 1, Page 17 of the public records of Bradford County, Florida and lying South of NE 247<sup>th</sup> St., a County Maintained Road, East of State Road 200/US Highway 301 and West of CSX Transportation Railroad in Section 12, Township 5 South, Range 22 East, Bradford County, Florida.

AND

A 30 foot platted street, lying in Woodlawn, Plat Book 1, Page 17 of the public records of Bradford County, Florida, with the centerline being the Southerly boundary of Section 12, Township 5 South Range 22 East and the Northerly boundary of Section 13, Township 5 South, Range 22 East, and lying in Lots 57 & 58 of said Section 12 and Lots 7 & 8 of said Section 13, all lying East of State Road 200/US Highway 301 and West of CSX Transportation Railroad, Bradford County, Florida.

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# MAP OF SURVEY IN:

STATE OF FLORIDA  
BRADFORD COUNTY  
SECTIONS 12 & 13, TOWNSHIP 5 SOUTH, RANGE 22 EAST

## LEGAL DESCRIPTION:

That certain parcel of land, more or less, containing 0.002 acres, situate in Sections 12 and 13, Township 5 South, Range 22 East, Bradford County, Florida, and being a portion of the land described in the plat of Survey No. 12,000, as shown on the map of said survey, is hereby surveyed and divided into two parcels, one of 0.001 acres and the other of 0.001 acres, as shown on the map of this survey. The survey was made by the undersigned surveyor on this 15th day of February, 2011, and the same is hereby certified to be correct and true to the best of his knowledge and belief.

THIS LEGAL DESCRIPTION AND SURVEY MAP IS A PART OF "SOUTHFLORIDA" AND SHALL BE FILED IN THE PUBLIC RECORDS OF BRADFORD COUNTY, FLORIDA, TOGETHER WITH THE PLAT OF SURVEY NO. 12,000, AS SHOWN ON THE MAP OF SAID SURVEY.

NOTES: (1) The survey was made by the undersigned surveyor on this 15th day of February, 2011, and the same is hereby certified to be correct and true to the best of his knowledge and belief. (2) The survey was made by the undersigned surveyor on this 15th day of February, 2011, and the same is hereby certified to be correct and true to the best of his knowledge and belief.

## CAUTION:

BEFORE ANY OTHER SURVEY IS MADE ON THIS LAND, THE SURVEYOR SHOULD CONTACT THE SURVEYOR WHO MADE THIS SURVEY TO OBTAIN A COPY OF THE ORIGINAL SURVEY MAP AND LEGAL DESCRIPTION.

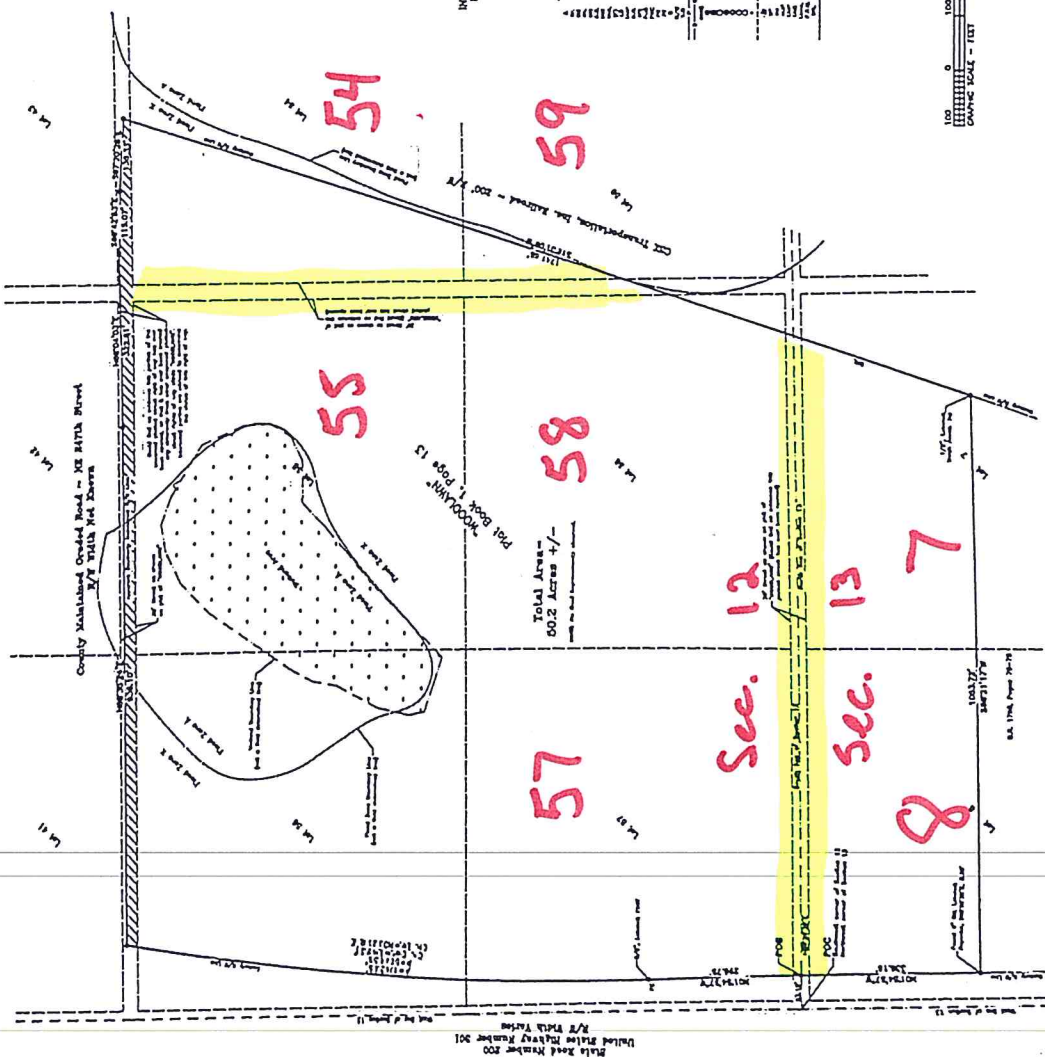
## RATES OF BEARINGS:

As shown on the map.

## FLOOD STATEMENTS:

The survey was made in a flood plain area and the surveyor has observed the effects of flooding on the land and has determined that the land is subject to flooding.

Total Area = 0.002 Acres +/-



## LEGEND:

- 1. Surveyed Land
- 2. Unsurveyed Land
- 3. Road
- 4. Water
- 5. Easement
- 6. Boundary
- 7. Survey Point
- 8. Survey Line
- 9. Survey Station
- 10. Survey Monument
- 11. Survey Marker
- 12. Survey Boundary
- 13. Survey Area
- 14. Survey Parcel
- 15. Survey Lot
- 16. Survey Block
- 17. Survey Tract
- 18. Survey Estate
- 19. Survey Interest
- 20. Survey Right
- 21. Survey Power
- 22. Survey Authority
- 23. Survey Jurisdiction
- 24. Survey Competence
- 25. Survey Capacity
- 26. Survey Power of Appointment
- 27. Survey Power of Conveyance
- 28. Survey Power of Alienation
- 29. Survey Power of Disposition
- 30. Survey Power of Control
- 31. Survey Power of Management
- 32. Survey Power of Administration
- 33. Survey Power of Execution
- 34. Survey Power of Distribution
- 35. Survey Power of Devolution
- 36. Survey Power of Succession
- 37. Survey Power of Inheritance
- 38. Survey Power of Intestacy
- 39. Survey Power of Testate
- 40. Survey Power of Intestate
- 41. Survey Power of Probate
- 42. Survey Power of Administration
- 43. Survey Power of Guardianship
- 44. Survey Power of Conservatorship
- 45. Survey Power of Trust
- 46. Survey Power of Agency
- 47. Survey Power of Partnership
- 48. Survey Power of Joint Tenancy
- 49. Survey Power of Tenancy in Common
- 50. Survey Power of Co-ownership
- 51. Survey Power of Joint and Several Liability
- 52. Survey Power of Joint and Several Obligations
- 53. Survey Power of Joint and Several Debts
- 54. Survey Power of Joint and Several Credits
- 55. Survey Power of Joint and Several Assets
- 56. Survey Power of Joint and Several Interests
- 57. Survey Power of Joint and Several Rights
- 58. Survey Power of Joint and Several Powers
- 59. Survey Power of Joint and Several Authorities
- 60. Survey Power of Joint and Several Jurisdictions
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- 97. Survey Power of Joint and Several Powers of Joint and Several Jurisdictions
- 98. Survey Power of Joint and Several Powers of Joint and Several Competences
- 99. Survey Power of Joint and Several Powers of Joint and Several Capacities
- 100. Survey Power of Joint and Several Powers of Joint and Several Powers of Appointment

DATE: (including month and day) February 15, 2011

Southland Surveying & Mapping, Inc.  
PROFESSIONAL SURVEYOR AND MAPPING  
1001 W. Highway 100, Suite 100, Tallahassee, Florida 32304  
Tel: 904.438.1111 Fax: 904.438.1112  
www.southlandmapping.com

## BOUNDARY SURVEY

DATE: February 15, 2011	JOB NUMBER: 1001
SCALE: 1" = 100'	MAP NUMBER: 1001
For: Timber Ranch FL, LLC	
Southland Surveying & Mapping, Inc. PROFESSIONAL SURVEYOR AND MAPPING 1001 W. Highway 100, Suite 100, Tallahassee, Florida 32304 Tel: 904.438.1111 Fax: 904.438.1112 www.southlandmapping.com	



**PREPARED BY:**

JAIME NORTHRUP, ESQ.  
RAYONIER INC. – LAW DEPT  
1 RAYONIER WAY  
WILDLIGHT, FL 32097

**RETURN TO:**

KING TITLE LLC  
KYRA JOHNSON  
3389 MAGIC OAK LANE  
SARASOTA, FL 34232

STATE OF FLORIDA  
COUNTY OF BRADFORD

**SPECIAL WARRANTY DEED**

(Florida Property)

THIS SPECIAL WARRANTY DEED, is made this 18<sup>th</sup> day of March, 2024, from RAYONIER FOREST RESOURCES, L.P., a/an Delaware limited partnership whose address is 1 Rayonier Way, Wildlight, Florida 32097 (“Grantor”), to Timber Ranch FL, LLC, a/an Florida Limited Liability Company, whose address is 61 Jardin De Mer Place, Jacksonville Beach, FL 32250 (“Grantee”).

**WITNESSETH:**

THAT GRANTOR, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee, all that land and improvements thereon located in Bradford County, Florida as more particularly described at EXHIBIT “A”, attached hereto and by reference made a part hereof (the “Property”).

**TAX PARCEL ID# A PORTION OF 01145-0-00000 & A PORTION OF 01151-0-00000**

## EXHIBIT "A"

### Legal Description of Property

A parcel of land containing a total area of 50.2 acres, more or less, lying, being and situate in Sections 12 and 13, Township 5 South, Range 22 East, Bradford County, Florida, said parcel being comprised of a portion of Lots 7 and 8 of Section 13, Lots 55 and 58, and a portion of Lots 54, 56, 57 and 59 of Section 12, including also the adjacent street rights of way lying within the bounds of said parcel, as shown on "WOODLAWN", according to plat thereof recorded in Plat Book 1, Page 13, Public Records of Bradford County, Florida, more particularly described as follows:

COMMENCE at the Southwest corner of said Section 12, and run North 88 degrees 20 minutes 29 seconds East, along the South line of said Section 12, a distance of 63.18 feet to the intersection with the Easterly right of way line of State Road Number 200 (United States Highway Number 301), and to the POINT OF BEGINNING of the hereinafter described parcel of land: Thence run North 01 degree 54 minutes 57 seconds West, along said Easterly right of way line, a distance of 296.75 feet to the Point of Curvature of a curve to the right; thence run Northerly, continuing along said Easterly right of way line, a distance of 1043.68 feet as measured along the arc of a curve concave Easterly and having a radius of 5674.58 feet, said arc being subtended by a chord having a bearing of North 03 degrees 21 minutes 12 seconds East and a distance of 1042.21 feet, to the intersection with the apparent Southerly maintained right of way line of a County Maintained Graded Road (NE 247th ST); thence run North 88 degrees 35 minutes 24 seconds East, along said apparent Southerly maintained right of way line, a distance of 936.10 feet; thence run North 88 degrees 04 minutes 03 seconds East, continuing along said apparent Southerly maintained right of way line, a distance of 322.81 feet; thence run South 89 degrees 42 minutes 53 seconds East, continuing along said apparent Southerly maintained right of way line, a distance of 115.07 feet; thence run South 87 degrees 20 minutes 28 seconds East, continuing along said apparent Southerly maintained right of way line, a distance of 135.33 feet to the intersection with the Westerly right of way line of CSX Transportation, Inc. Railroad; thence run South 16 degrees 31 minutes 09 seconds West, along said Westerly right of way line, a distance of 1741.68 feet to the Northeast corner of lands described in Official Records Book 1750, Pages 78-79, Public Records of said Bradford County; thence run South 88 degrees 21 minutes 17 seconds West, along the North line of said lands described in Official Records Book 1750, Pages 78-79, a distance of 1053.72 feet to the Northwest corner of said lands described in Official Records Book 1750, Pages 78-79, and to the intersection with the aforesaid Easterly right of way line of State Road Number 200; thence run North 01 degree 54 minutes 57 seconds West, along said Easterly right of way line, a distance of 336.16 feet to the POINT OF BEGINNING.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company

**TIMBER RANCH FL, LLC**

### Filing Information

**Document Number** L24000036573  
**FEI/EIN Number** NONE  
**Date Filed** 01/18/2024  
**Effective Date** 01/18/2024  
**State** FL  
**Status** ACTIVE

### Principal Address

61 JARDIN DE MER PLACE  
JACKSONVILLE BEACH, FL 32250

### Mailing Address

61 JARDIN DE MER PLACE  
JACKSONVILLE BEACH, FL 32250

### Registered Agent Name & Address

**FOSHAY, BRYON**

61 JARDIN DE MER PLACE  
JACKSONVILLE BEACH, FL 32250

### Authorized Person(s) Detail

#### **Name & Address**

Title MGR

FOSHAY, BRYON  
61 JARDIN DE MER PLACE  
JACKSONVILLE BEACH, FL 32250

### Annual Reports

**No Annual Reports Filed**

### Document Images

[01/18/2024 -- Florida Limited Liability](#) [View image in PDF format](#)

**MANAGER'S WRITTEN CONSENT TO ACTION  
IN LIEU OF SPECIAL MEETING  
DESIGNATING, CONSTITUTING, APPOINTING & EMPOWERING  
COMPANY AGENT**

Pursuant to Florida Statutes Section 605.04073, the undersigned, being the sole Manager of **Timber Ranch FL, LLC**, a Florida Limited Liability Company (hereinafter referred to as the "Company"), does hereby take, consent to and approve without a meeting the following written Consent to Action, which shall be treated for all purposes as a resolution properly passed at a special meeting of the Managers of the Company.

KNOW ALL MEN BY THESE PRESENTS, that it is hereby:

RESOLVED, that the undersigned, Bryon Foshay, the sole Manager of the Company, has and by these presents does hereby make, constitute and appoint **Peter Scerbo and Allen McIntyre** each as an agent of the Company (a "Company Agent"), reserving the right to revoke this Resolution or remove him/her from this position, to serve for the Company and in the Company's name, place and stead, to execute and deliver real estate contracts for the sale of lots and parcels in **Timber Ranch**, including amendments thereto; to grant, bargain, sell, or convey said lots and parcels, and to execute and deliver all documents necessary to accomplish same, to include, but not limited to, county documents and applications, closing/settlement statements, deeds of conveyance, bills of sale, affidavits of no liens, certificates of non-foreign status, assignments of property (both tangible and intangible), and all supporting affidavits, certificates, documents, agreements, and federal tax disclosure documents, including amendments thereto, required of the Company as a seller of real property.

It is the Company's intent to delegate and give unto said Company Agent full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done to exercise the above powers and authority as fully, to all intents and purposes, as the Company's Manager might or could do if present, with full power of substitution and revocation, hereby ratifying and confirming all that said Company Agent or his/her substitute shall lawfully do or cause to be done by virtue hereof.

Photographic or facsimile reproductions of this executed Consent to Action may be made and delivered by said Company Agent, and may be relied upon by any person to the same extent as though the copy were an original, and anyone who acts in reliance upon a reproduction of this Consent to Action, or upon any representation or certificate of said Company Agent, shall not be liable for permitting said Company Agent to perform any act pursuant to this Consent to Action.

IN WITNESS WHEREOF, the undersigned Manager has hereunto executed and delivered this Consent to Action as of the 6 day of MAY 2024.

Sealed and delivered in the presence of:

**Timber Ranch FL, LLC, a Florida Limited Liability Company**

**By: Bryon Foshay, as its Manager**

Witness

[Signature]  
Signature

Jordan Shumack  
Print Name

[Signature]  
Signature

Autuer  
Print Name

By: [Signature]  
Bryon Foshay, Manager

STATE OF FLORIDA  
COUNTY OF Duval

The foregoing instrument was subscribed before me this 6 day of May, 2024, by Bryon Foshay as Manager of Timber Ranch FL, LLC, who is personally known to me, or who produced \_\_\_\_\_ as identification, and who acknowledged before me that they executed the same freely and voluntarily for the purposes therein expressed under authority duly vested in them by said company.

My Commission Expires:  
2/10/2026

[Signature]  
Signature

**NOTARY PUBLIC - STATE OF FLORIDA**



**JORDAN SHUMACK**  
Notary Public  
State of Florida  
Comm# HH227657  
Expires 2/10/2026

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: June 4, 2024

AGENDA ITEM Please consider awarding SHIP Demo/Replacement File #2019-6-S to M & R Construction in the amount of \$135,949.00

DEPARTMENT: Community Development/SHIP

PURPOSE: At this time the contractor was not able to deduct costs from this bid. Also because of the number of household members an additional bedroom and 1/2 bathroom have been added as well, which has increased the square footage to 1,100. Because of the recent increase in construction cost and supplies, as well as the recent increase for supply and demand of all construction materials. Because of all of the above the attached bid has exceeded our maximum allowed amount of \$84,500.00.

ASSOCIATED COST(S): \$135,949.00

BUDGET LINE (G/L #): 102-52-554-65965-00

S.H.I.P. Housing Demo/Replacement Project  
BID SUMMARY – 6-4-24

A. 2727 NW 210<sup>th</sup> Street, lawtey, FL File # 2019-6-S  
Florida Homes, Inc. \$180,000.00

**M & R Construction \$135,949.00**

**Recommendation: M & R Construction in the amount of \$135,949.00**

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: June 4, 2024

AGENDA ITEM: SHIP-Deviate from LHAP on SHIP Demo/Replacemetn file 2019-6-S

DEPARTMENT: Community Development/SHIP

PURPOSE/DESCRIPTION: At this time the contractor was not able to deduct any costs from this bid. Because of the recent increase in construction cost and supplies, as well as the recent increase for supply and demand of all construction materials. And also because of the number of household members the square footage is 1,100 with an additional bedroom and ½ bathroom. Because of this the attached bid has exceeded our maximum allowed amount of \$84,500. Please consider the approval of exceeding the maximum allowed per Demo/replacement project of \$84,500 on file # 2019-6-S. Therefore, I am asking the Board to please consider approving a deviation from the SHIP LHAP on SHIP Demo/replacement File # 2019-6-S.

ASSOCIATED COST(S): \$139,949.00

BUDGET LINE (G/L #): 102-52-554-65965-00

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BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: June 4, 2024

AGENDA ITEM : Agreement between Bradford County and M & R  
Construction for SHIP Demo/Replacement Project-File  
#2019-6-S

DEPARTMENT: Community Development/SHIP

PURPOSE:

The BOCC approved SHIP Demo/Replacement project application –File 2019-6-S on November 7, 2023. And also approved to transfer to Demo/Replacement on 2-15-24. A bid opening for Demo/Replacement for the project was held May 6, 2024, where two bids were received. The lowest bid was received by M & R Construction.

ASSOCIATED COST(S): \$139,949.00

BUDGET LINE (G/L #): 102-52-554-65965-00 (Demo/Replacement)

**BRADFORD COUNTY**  
**STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM**

**AGREEMENT FOR CONSTRUCTION OF DWELLING UNIT**

THIS AGREEMENT is made this 4th day of June 2024 by and between Karen Stubbs, 2727 NW 210<sup>th</sup> Street, Lawtey, Florida 32058, hereinafter referred to as the "Owner" M & R Construction, P.O. Box 146, Starke, Florida 32091, hereinafter referred to as "Contractor", with the Bradford County Board of County Commissioners, P. O. Drawer B, Starke, Florida 32091, hereinafter referred to as the "County" acting as the Owner's agent.

WITNESSETH, that the Owner does hereby employ the Contractor pursuant to the Bradford County Local Housing Assistance Plan to do all work and provide all materials, tools, machinery, supervision, etc. necessary for the construction of a single family dwelling unit to be located on the property: and described as follows:

The NW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 35, Township 5 South, Range 22 East, Bradford County, Florida.

Save an Excepting therefrom the following: A parcel of land containing 2050 acres more or less, and lying in the NW  $\frac{1}{4}$  of SW  $\frac{1}{4}$  of NE  $\frac{1}{4}$  of Section 35, Township 5 South, Range 222 East, Bradford County, Florida.

Said Parcel being more particularly described as follows:

Beginning at a n iron pipe at the Northeast corner of said NW  $\frac{1}{4}$  of SW  $\frac{1}{4}$  of NE  $\frac{1}{4}$  and run South 01°24'55" West, 167.25 feet to an iron rod; thence South 89°59'33" West 662.65 feet to an iron rod; thence North 00°25'55" West, 152.84 feet to a concrete monument; thence North 87°33'30" East, 339.20 feet to a concrete monument ; thence North 90°00'00" East,329.00 feet to the points of Beginning.

Subject to an easement for ingress and egress and utilities across the Easterly 40 Feet of the above described 2.5 acres.

for the total sum of one-hundred thirty-five thousand, nine hundred, forty-nine-dollars and No Cents (\$135,949.00,) all in accordance with the Bid Proposal described as follows: Demolish the existing dwelling unit and construct a minimum 1,100 square foot dwelling unit, including appliances in accordance with State and local regulations but not limited to the Florida Building Code, including connection to utilities, as specified in New Construction Services Specifications attached hereto and made a part by reference. This contract is fully funded with funds from the Bradford County State Housing Initiative Partnership (SHIP).

Section 1. Quality of Workmanship.

The Contractor does hereby agree that he/she will perform the work diligently and in a good workmanship manner, using the materials specified or materials of at least equal or greater quality.

Section 2. Permits, Plans and Surveys.

The Contractor shall be responsible for obtaining all necessary permits for the work to be performed. The work being done or any part thereof shall not be deemed complete until the Owner and the County as the Owner's Agent have accepted it as satisfactory. The Contractor must provide building plans, including foundation plan, roof truss specifications, and typical wall section for structure as per Florida Building Code at the time application is made for a building permit. If the property is located in a flood

prone area, the Contractor must provide elevation survey sealed by registered land surveyor to comply with local flood hazard regulations upon completion for construction.

Section 3. Protection for Adjacent Property.

When adjacent property is affected or endangered by any work done under this Contract, it shall be the responsibility of the Contractor to take whatever steps are necessary for the protection of the adjacent property and to notify the Owner and County thereof of such hazard.

Section 4. Restriction on Subletting of Agreement.

The Contractor hereby agrees not to assign or sublet this Contract without the written consent of the Owner and County. The request for assignment shall be addressed to the County c/o Bradford County SHIP Program.

Section 5. Replacement of Contractor upon Breach

In the event of any breach of this contract, the Owner and County may, at their option, engage the services of another contractor to complete the work and deduct the cost of such completion from the amount due the Contractor hereunder.

Section 6. Schedule of Payments.

Payments shall be made in accordance with the following conditions:

100% demolition costs only when the demolition is completely satisfactorily.

10% upon completion of slab

20% when residence is dried in (roof and windows)

20% when drywall is complete

40% when cabinets are installed

10% retainage, shall be made after the forty-five (45) days from the date of the signing of the notice of Acceptance of Work if all outstanding warranty items have been addressed by the contractor to the satisfaction of the Owner and County.

Section 7. Indemnification by Contactor.

The Contractor covenants and agrees to, and does hereby indemnify and hold harmless and defend the Owner and the County, their agents, servants or employees, from and against any and all claims for injuries or damages to persons or property of whatsoever kind or character, whether real or asserted, arising out of this Contract for the work to be performed hereunder. The Contractor hereby assumes all liability and responsibility for injuries, claims or suits for damages, to persons or property of whatsoever kind or character, whether real or asserted, occurring during the time the work is being performed and arising out of the performance of same.

Section 8. Indemnification by Owner.

The Owner covenants and agrees to, and does hereby indemnify and hold harmless and defend the County, its agents, servants or employees, from and against any and all claims of whatever nature by third parties arising out of the performance under this Contract.

Section 9. Securing of Insurance Prior to

Neither the Contractor nor any subcontractor shall commence work under this Contract until all insurance required under this paragraph has been secured and such insurance has been approved by the County.

Section 10. Maintain of Workers Compensation Insurance.

The Contractor shall take out and maintain during the life of this contract, Workmen's Compensation Insurance for all of his employees at the site of the project or provide proof of exemption; and in case any work that is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all the latter's employees.

Section 11. Maintain of Liability Insurance.

The contractor shall take out and maintain during the life of this contract, such public liability and property damages insurance as shall protect him and any subcontractor performing work covered by this contract from claims for damages or personal injury, including accidental death, as well as from claims for property damage which may arise from operation under this contract, whether such operation be by himself or by one directly or indirectly employed by either of them; and the amounts of such insurance shall be as follows:

Section 12. Policy Limits for Liability Insurance.

Public Liability Insurance in an amount not less than \$100,000 dollars for injuries, including accidental death, to any one person; and in an amount of not less than \$200,000 on account of one accident.

Property Damage Insurance in an amount not less than \$100,000 for damages to any one item; and in an amount of not less than \$200,000 on account of one accident.

Section 13. Maintain of Fire and Extended Coverage Insurance.

It is further agreed that the Contractor, at his/her sole cost and expense, shall acquire and maintain fire and extended coverage insurance upon the entire structure on which the work on this Contract is to be done, to one hundred percent (100%) of the insurable value, on a form of policy approved by the State of Florida or an agency duly delegated by him/her for insuring such a risk in the State of Florida. Loss, if any, is to be payable to the Owner having legal title to the property that is to be rehabilitated, except in such cases as may require payment of the proceeds of such insurance to a mortgage at his/her interests may appear.

Section 14. Commencement and Duration of Project.

It is agreed that the County is hereby obligated to issue a written Notice to Proceed order to the Contractor following execution of this contract. It is further agreed that the Contractor will, after the receipt of such order, begin the work to be performed under this contract. The Contractor hereby agrees to complete the same within 120 days, from the date of the Notice to Proceed, time being of the essence. Failure to satisfactory complete the rehabilitation work within allowed time of performance shall subject the Contractor to pay the Owner and/or the County liquidated damages in the

amount of fifty dollars (\$50.00) for each consecutive calendar day thereafter that the rehabilitation work has not been completed.

Section 15. Guarantee of Improvements.

Contractor hereby guarantees the improvements herein provided for, for a period of one year from the date of final acceptance of all work required by this Contract. It is further agreed that the Contractor will furnish the Owner with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under this contract.

Section 16. Cleanliness of Work Premises.

The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by his employees at work and at the completion of the work he shall remove all his rubbish from and about the building and all his tools, scaffolding and surplus materials and shall leave his work "broom clean" or its equivalent. It is further agreed that all materials, and equipment that have been removed and replaced as a part of the work hereunder shall belong to the Contractor.

Section 17. Final Inspection and Final Payment.

Final payment of the Contract amount will be made only after final inspection and acceptance of all work to be performed by the Contractor, and the Contractor provides to the County satisfactory releases of liens or claims for liens by the Contractor, subcontractors, laborers and material suppliers.



Section 18. Entirely of Agreement.

This instrument constitutes the entire agreement between the parties and no written or oral agreement of any kind exists to change the provisions hereof. No other work shall be done, nor additional monies paid, unless provided for in a previously written contract, signed by the parties hereto, and approved in writing by the County.

Section 19. Termination of Agreement.

In the event that any of the provisions of this Contract are violated by the Contactor, or by any of his/her subcontractors, the Owner may serve written notice upon the Contractor of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within 10 days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangements of correction be made, the Contract shall, upon the expiration of said 10 days, cease and terminate. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date.

Section 20. Termination for Convenience of the Owner.

The Owner may terminate this Contract at any time by giving at least 10 days notice in writing to the Contractor. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date.

Section 21. Termination by Contractor.

The Contractor may terminate this Contract at any time because of circumstances beyond the control of the Contractor by giving at least 10 days notice in writing to the Owner and County. If this Contract is terminated by the Contractor, the Contractor will be paid for work satisfactorily completed up to the termination date.

Section 22. Inspection by County Building Official.

The County Building Official shall give all orders and directions contemplated under this Contract relative to the execution of the work. The County Building Official shall determine the amount, quality, acceptability, and fitness of the work and materials which are to be paid for under this Contract and shall decide all questions which may arise in relation to said work and the construction thereof. The estimates and decisions of the County Building Official shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said Contract, the determination or decision of the County Building Official shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this Contract affected in any manner or to any extent by such question.

Section 23. Exclusive Nature of SHIP Work.

The Owner agrees to not perform or have performed any work on the structure during the period that the State Housing Initiative Partnership Program work is being performed under this contract.

The owner agrees to vacate the property during the period the work is being performed under this contract. The owner further agrees to only visit the property once a week at a time mutually agreed upon by the Owner and the Job Superintendent for the Contractor. During such visits, the Job Superintendent for the Contractor shall be available to

review work to date and answer questions that the Owner may have concerning work completed to date.

EXECUTED AT Starke, Florida, this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Owner:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor: M & R Construction

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chairman:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

CORPORATE CERTIFICATION

I, Mark Williams, hereby certify that I am the President of the corporation named as Contractor herein and that Mark Williams, who signed this Contract on behalf of the Contractor, was then President of said corporation and that said Contract was and is within the scope of his/her corporate powers.

Mark Williams, President  
Type Name and Title of Corporate Official

\_\_\_\_\_  
Corporate Official's Signature

CERTIFICATION OF COUNTY ATTORNEY

I, the undersigned, Richard Komando the duly authorized and acting legal representative of Bradford County, Florida, do hereby certify, as follows:

I have examined the attached contract and the manner of execution hereof and I am of the opinion the foregoing agreement constitutes valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

\_\_\_\_\_  
Richard Komando, County Attorney

\_\_\_\_\_  
Date

**Bradford County S.H.I.P. Program  
FORM OF BID PROPOSAL FOR NEW CONSTRUCTION SERVICES  
April 25, 2024  
REVISED**

BASE BID

1. Demolish one dwelling unit, Garage, porch and steps, foundations, Storage Building behind House, and related construction, remove and dispose of all debris in accordance with State and local regulations.
2. Construct a minimum ~~900~~ 1,100 square foot ~~one-two~~ bedrooms, one and one-half bathrooms unit, including at a minimum, the following rooms:

Two ~~One~~ bedrooms with closet, den with closet and door, living room, kitchen, one and one-half bathrooms and utility room. Appliances are to include: refrigerator, stove and oven combination, water heater, with air conditioning system with integral heater. Home shall be constructed in accordance with Florida Building Code, Florida Building Code Residential, State, and local regulations, including, connection to existing Owner's well. Pump out and inspect existing and new Septic Tank and Drainfield system. Dwelling shall be wired for electrical service, cable TV and telephone. All windows, exterior doors and lighting fixtures installed shall have an Energy Star designation. Provide a schematic that includes the floor plan layout and exterior measurements with bid.

<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>Ms. Karen Stubbs 2727 NW 210<sup>th</sup> Street Lawtey, FL 32058</b>	
Demolition	\$ <u>11,649.00</u>
1 Dwelling	\$ <u>124,300.00</u>
TOTAL BID	\$ <u>135,949</u>

Total Bid in Words: ONE HUNDRED THIRTY FIVE THOUSAND NINE HUNDRED FORTY NINE DOLLARS.

Enter all prices and amounts in dollars and cents.

The successful bidder must provide building plans, including foundation plan, Engineered Roof Truss Drawings, and specifications, for structure per Florida Building Code at the time application is made for a building permit.

If the property is located in a flood prone area, the successful bidder shall provide an elevation survey sealed by registered land surveyor to comply with local flood hazard regulations upon completion of construction.

11,649.00 +  
 124,300.00 +  
 135,949.00 \*

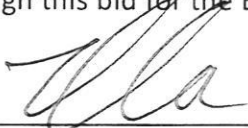
The contractor shall complete the construction of the dwelling unit within ~~sixty (90)~~ one hundred and twenty (120) days from date of notice to proceed.

Bidder understands all appliances, windows, exterior doors and lighting fixtures installed shall have an Energy Star designation. Not including the water heater and range.

The Bidder hereby certifies that he/she has not entered into a collusive agreement with any person in respect to this Bid or any other Bid or the submitting of Bids for the work for which this Bid is submitted.

The Bidder stipulates the new residences will be constructed in accordance with the attached **BRADFORD COUNTY S.H.I.P. PROGRAM WORK WRITE UP FOR NEW CONSTRUCTION SERVICES.**

I hereby agree to the terms and conditions outlined above and certify that I am authorized to sign this bid for the Bidder.

  
Signature

5/6/20  
Date

MARK WILLIAMS President  
Name and Title of Signatory  
(Type or Print)

MTR CONSTRUCTION  
Name of Individual or Firm  
(Type or Print)

P.O. BOX 146 SWEDE CO  
Mailing Address of Individual or Firm  
(Type or Print)

352-219-0339  
Telephone Number of Individual or Firm  
(Type or Print)

47-5017835  
Federal Employer Identification Number

~~MARK~~ MARK MR PAB@MSA  
Email Address .COM

MS. KAREN STUBBS  
2727 NW 210<sup>TH</sup> STREET  
LAWTEY, FL 32058

BRADFORD COUNTY S.H.I.P. PROGRAM  
WORK WRITE UP FOR NEW CONSTRUCTION SERVICES  
April 25, 2024 REVISED

A. Exterior

1. New Construction shall be constructed in accordance with the drawings entitled **Bradford County SHIP Program, New Construction Services with Revised date of 11 January 2024** and the following:
2. Treat grounds for infestation for termites by a licensed, certified, and bonded pest control company with a one-year warranty in accordance with Florida Building Code Residential.
3. Construct minimum 3.5" thick concrete slab reinforced with 6" x 6" x W1.4 x W1.4 welded wire mesh in flat sheets. Footings shall be in accordance with Drawings prepared for Bradford County SHIP Program, New Construction Services with Revised date of 11 January 2024, and include 5'-0" x 5'-0" x 3.5" thick covered concrete slab with 8" x 8" monolithic edges at front entrance and 5'-0" x 5'-0" x 3.5" thick concrete slab with 8" x 8" monolithic edges at rear entrance with elevation no greater than 1/4" below door threshold and slope outward to drain at 1/4"foot.
4. Finished floor shall be at least one foot above base flood elevation or Engineer approved elevation. Property around the home shall be filled and graded with no less than a 5% slope (5/8" per foot) for a distance of at least 10' away from the home to provide positive drainage.
5. New mechanically attached 26-gauge clear galvalume metal roof over synthetic underlayment. Minimum roof slope to be 4:12.
6. Exterior doors shall be Energy Star designated and shall have ADA compliant opening. Provide and install storm doors at all exterior doors.
7. Windows shall be Energy Star designated, double pane, single hung, tilt windows. At least one window in each Bedroom shall comply with FBC Residential Sect. R310 for Emergency Escape Windows. Minimum width = 24", Minimum height = 20" Minimum square footage of opening 5 sq. feet. Sill height not to exceed 44 inches.
8. Landscaping: Sod a 3'-0" wide strip along the front of the dwelling unit. Grade, level and seed all areas disturbed by construction.



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LAWTEY, FL 32058

BRADFORD COUNTY S.H.I.P. PROGRAM  
WORK WRITE UP FOR NEW CONSTRUCTION SERVICES  
April 25, 2024 REVISED

B. Plumbing

9. All water supply piping shall be Schedule 40 CPVC for hot water and PVC for cold water piping. Wastewater piping shall be Schedule 40 DWV PVC. All supply and wastewater piping shall be sized in accordance with the FBC Plumbing Code.
10. Provide minimum 30-gallon, electric water heater, with electrical disconnect, drain pan, TP&R Relief valve and shut off valve on water supply line as per plumbing code.
11. Provide vitreous white China ADA compliant toilet per plumbing code, including shut-off valve in supply line in bathroom.
12. Provide vanity cabinet with integral sink per plumbing code with 24" x 36" cabinet and molded solid surface sink in bathroom.
13. Provide fiberglass white tub/shower unit, with removable shower head on slide bar, grab bars, per ADA code, and shower current rod. Grab bars to be secured to studs and blocking in walls.
14. Provide / install 16" x 20" medicine cabinet with mirror and shelves in bathroom.
15. Provide / install recessed box with valved hot and cold-water supply and integral waste line in for washer and dryer vent, vented to exterior with power hookup.

C. Heating/HVAC

16. Provide / install Electric heat pump air conditioning system with forced air cooling/ heating. Minimum seasonal energy efficiency rating (SEER) shall be 15 and shall be Energy Star rated.

D. Electrical

17. Provide / install 200A 40 circuit Main Electrical Panel with Arc Fault breakers and GFCI Breakers in rooms and areas designated to have them as required by Code.

A handwritten signature in black ink, appearing to be 'MS', is located at the bottom right of the page.



MS. KAREN STUBBS  
2727 NW 210<sup>TH</sup> STREET  
LAWTEY, FL 32058

BRADFORD COUNTY S.H.I.P. PROGRAM  
WORK WRITE UP FOR NEW CONSTRUCTION SERVICES

April 25, 2024 REVISED

18. Provide / install a minimum of 4 GFCI outlets in Kitchen above base cabinets plus additional outlets for the refrigerator and special electrical outlet for range and clothes dryer.
19. Provide and install duplex convenience outlets in every room at a spacing as required by FBC and NEC Codes.
20. Provide and install smoke alarms powered by 10-year non-removable, non-replaceable batteries at each Bedroom and in the hall adjacent to the Bedroom(s).
21. Provide and install SPST switches for all light fixtures unless 3-way switches are required for convenience.
22. Wiring, conduits, sheathing and means methods & techniques for installing wiring, devices and fixtures shall be as permitted by applicable Codes.

F. Appliances

23. Provide self-cleaning 30" electric range with four burners.
24. Provide 18 cubic foot Energy Star rated refrigerator without ice maker.
25. Provide range hood with light with exhaust fan with discharge thru wall or roof. Fans to have 3 position switch.

G. Interior

26. Kitchen: Provide 6'-0" of wall for base cabinets, including 2'-6" of wall cabinets, 2'-0" in height above range and over refrigerator. Provide and install 6'-0" of base cabinets, excluding area under sink, including full length of kitchen countertop. Minimum 2' x 3' x 8' pantry, with 4 shelves.
27. Construct a 22" x 36" scuttle access to attic with 1/4" plywood lid.
28. Provide and install FHA approved carpet and 1/2" re-bond pad over the following floor areas: Homeowner shall select same style and color of flooring for all rooms.
  - a. \_\_\_\_\_



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BRADFORD COUNTY S.H.I.P. PROGRAM  
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April 25, 2024 REVISED

- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

29. Provide and install Sheet vinyl floor covering, with 10-year wear warranty, including trim and seam strip in door openings, in accordance with manufacturer’s specifications over the following floor areas: Homeowner shall select same style and color of flooring for all rooms.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

30. Provide and install insulation to be a minimum of R-13 in the walls and R-38 in ceilings.

31. Provide and install all interior doors, excluding closets, and exterior doors with an ADA compliant opening and lever sets, with privacy lever sets at Bedrooms and Baths, and lever lock sets with deadbolt locks at exterior doors.

32. Closets shall have a door, shelf, and rod.

33. Bedroom and/or Den shall have doors and closets.

H. Water and Septic

34. Waste piping shall be connected to existing Health Department Approved septic tank and drainfield sewer system.

35. Water supply shall be connected to Owner’s existing well.

NOTES:

All bid prices to include labor, materials and new equipment specified in bid form and bid specifications. Dwelling unit shall be in turnkey condition when accepted by the Owner, this includes finishing all items as per standard trade practices, including painting, new light bulbs or



**MS. KAREN STUBBS  
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**BRADFORD COUNTY S.H.I.P. PROGRAM  
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April 25, 2024 REVISED**

LED bulbs/ tubes where required. Provide and install air filters in mechanical equipment and exhaust fans as appropriate.

All plumbing fittings shall be metal with chrome finish. No plastic fittings.

All work shall comply with Minimum requirements of the Florida Building Code 2023, 8th Edition, Florida Building Code - Residential 2023, 8th Edition, 2023 Florida Accessibility Code, 8<sup>th</sup> Edition, (Florida ADA) and all other applicable Standards and requirements of all Authorities Having Jurisdiction.

The contractor is responsible for all permits and sales tax. No permit fees will be waived.

Contractor to supply copies of all permits and Florida Product Approval Codes to SHIP Director, Mrs. Kelly Canady, before start of work.

All appliances, exterior doors, windows, and lighting fixtures shall have an Energy Star designation. Not Including Water Heater and Range.

Contractor shall provide an Owner's Operation & Maintenance Manual to include warranties for equipment provided in this Construction.

Contractor shall prepare List of all new equipment including appliances with a check off to demonstrate that the Client has been instructed on the proper use and operation of the equipment and that they have adequate understanding of the functionality of all new equipment.

An "Eleventh Month Warranty Inspection" will be scheduled, at the beginning of the 12-months warranty period, by Mrs. Canady, with the contractor and client at the beginning of the 11<sup>th</sup> months.

Contractor shall consult with SHIP Director and provide a Construction Schedule.

All inquiries and communication regarding subject project must be submitted by email: [kelly\\_canady@bradfordcountyfl.gov](mailto:kelly_canady@bradfordcountyfl.gov)  
or fax: 904-966-6384. No phone calls.

A handwritten signature in black ink, appearing to be 'K. Canady', is written over the page number.

MS. KAREN STUBBS  
2727 NW 210<sup>TH</sup> STREET  
LAWTEY, FL 32058

BRADFORD COUNTY S.H.I.P. PROGRAM  
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April 25, 2024 REVISED

End of Document

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BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE: June 4, 2024

AGENDA ITEM Satisfaction of Mortgage on SHIP-Demo/Replacement–SHIP  
File #2017-10-S

DEPARTMENT: Community Development/SHIP

PURPOSE: SHIP Applicant for Demo/replacement loan has been paid off. Therefore, please consider approval of this Satisfaction of Mortgage to satisfy this mortgage.

ASSOCIATED COST(S): -0-

BUDGET LINE (G/L #): N/A

This instrument prepared by:  
Bradford County Community Development  
P. O. Drawer B / 925 N. Temple Ave.  
Starke, FL. 32091

## Satisfaction of Mortgage

Know all men by these presents: That We, Bradford County Board of County Commissioners, a body politic of the State of Florida,

The owner and holder of a certain mortgage deed executed by Micheal K. Hall, to Bradford County Board of County Commissioners, a body politic of the State of Florida.

Bearing the date 20th day of December 2019, recorded in Official Records BOOK 1902, Page 1-5, in the Office of the Clerk of the Circuit Court of Bradford County, State of Florida, securing that certain note in the principal sum \$87,352.90 and certain promises and obligations set forth in said mortgage deed, upon the property situate in said State and County described as follows, to whit:

Land as described in mortgage recorded in Official Records Book 1902, Page 1-5 in the Records of Bradford County.

Hereby acknowledge full payment and satisfaction of said note and mortgage deed, and surrender the same as cancelled, and hereby direct the Clerk of the Circuit Court to cancel the same of record.

Witness our hand and seals, this 4th day of June, A. D. 2024.

Signed, sealed, and delivered in the presence of:

\_\_\_\_\_  
Witness Signature (as to Grantor)

\_\_\_\_\_  
Grantor, Carolyn Spooner, Chairperson  
Bradford County Board of County Commissioners  
P. O. Drawer B, Starke, FL 32091

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature (as to Grantor)

\_\_\_\_\_  
Witness Printed Name

STATE OF FLORIDA, COUNTY OF BRADFORD, I hereby certify that on this day, before me, an officer of duly authorized to administer oaths and take acknowledgments, personally appeared Carolyn Spooner, known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that he executed the same, and is personally known to me.

Witness my hand and official seal in the County and State last aforesaid this 4th day of June 2024.

\_\_\_\_\_  
Notary Signature

Notary Seal

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: JUNE 4, 2024

AGENDA ITEM (): CONSENT AGENDA:  
**INVENTORY SURPLUS/DELETE LIST**

DEPARTMENT: CLERK OF COURTS

PURPOSE: SURPLUS INVENTORY

**INVENTORY SURPLUS/DELETE LIST**

**JUNE 4, 2024**

*(The following equipment is to be removed from the County Inventory):*

ASSET ID	DESCRIPTION	YR. PURCH.	DEPARTMENT	COST	COMMENT	LOCATION
6410	2006 FOCUS STATIONWAGON	2006	HEALTH	13,592.00	OBSOLETE	HLTH DPT
7126	WELCH ALLEN LAPTOP	2018	HEALTH	1,339.79	BROKEN	HLTH DPT
3059	FILING SYSTEM VAULT	2003	BOCC	8,207.56	OBSOLETE	DISPOSED
3140	BLACK LEATHER OFFICE CHAIR	2004	BOCC	1,576.00	BROKEN	DISPOSED
8342	MICROSOFT SURFACE LAPTOP SILVER	2018	HE AG	1,099.00	UNKOWN	UNKOWN
8343	MICROSOFT SURFACE LAPTOP BURGANDY	2018	HE AG	1,099.00	UNKOWN	UNKOWN
5363	DELL OPTIPLEX 755 COMPUTER	2008	LIBRARY	1,053.70	UNKOWN	UNKOWN
8585	2001 FORD E350 (SOLD ON GOVDEALS)	2014	RD DEPT	3,800.00	OBSOLETE	SOLD
8496	2005 FORD E350 (SOLD ON GOVDEALS)	2019	RD DEPT	5,000.00	OBSOLETE	SOLD
<b>TOTAL FOR AUDIT PURPOSES ONLY:</b>				<b>36,767.05</b>		



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: 06/04/2024

AGENDA ITEM: Consider approval of the Detailed Work Plan Budget for Mosquito Control, 24-25 year

DEPARTMENT: Mosquito Control

PURPOSE: Subsidizing Mosquito Control Costs

ASSOCIATED COST(S): State - \$65,494.12 (This is a dollar for dollar County Matching the state amount)  
County - \$65,494.12  
Grand Total: \$130,988.24

BUDGET LINE (G/L #): State Grant: 112-334690, County match: 112-389900-00

**Please have Chairperson sign and date all 6 pages and return to Bennie Jackson, Mosquito Control Director.**



WILTON SIMPSON  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Submit to:  
Mosquito Control Program  
MosquitoControlReports@FDACS.gov  
3125 Conner Blvd, Suite E  
Tallahassee, FL 32399-1650

Rule 5E-13.022, F.A.C.

Telephone: (850) 617-7911; Fax: (850) 617-7939

RECOMMENDED FOR APPROVAL:

FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 24

PREPARED BY: Bennie Lee Jackson Jr.

ENDING SEPTEMBER 30, 20 25

DATE:

DATE: 5/13/2024

APPROVED BY:

COUNTY or DISTRICT Bradford County

APPROVED BY:

FDACS Mosquito Control Program Representative

Chairman of the Board, or Clerk of Circuit Court

DATE:

DATE:

PAGE 1 OF 3

TO BE PAID FROM

PROGRAM ELEMENTS

ACCOUNT	TITLE	RATE OR UNIT	TOTAL COST	TO BE PAID FROM			PROGRAM ELEMENTS												
				LOCAL	STATE	GENERAL EXPENSE													
	<b>RECEIPTS</b>																		
311	Ad Valorem (Current/Delinquent)		\$ 65,494.12	\$ 65,494.12															
334.1	State Grant		\$ 65,494.12		\$ 65,494.12														
362	Equipment Rentals																		
337	Grants and Donations																		
361	Interest Earnings																		
364	Equipment and/or Other Sales																		
369	Misc./Refunds (prior yr expenditures)																		
380	Other Sources																		
389	Loans																		
TOTAL RECEIPTS																			
BEGINNING FUND BALANCE																			
TOTAL BUDGETARY RECEIPTS AND BALANCES				\$ 130,988.24	\$ 65,494.12	\$ 65,494.12	\$ -												





**WILTON SIMPSON  
COMMISSIONER**

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

**DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL**

**Submit to:**  
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Tallahassee, FL 32399-1650

Rule 5E-13.022, F.A.C.

Telephone: (850) 617-7911; Fax: (850) 617-7939

RECOMMENDED FOR APPROVAL:	FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 24 ENDING SEPTEMBER 30, 20 25	PREPARED BY: Bennie Lee Jackson Jr.
DATE:	COUNTY or DISTRICT Bradford County	DATE: 5/13/2024
APPROVED BY: FDACS Mosquito Control Program Representative		APPROVED BY: Chairman of the Board, or Clerk of Circuit Court
DATE:		DATE:

PAGE 3 OF 3					TO BE PAID FROM				PROGRAM ELEMENTS					
ACCOUNT	TITLE	PERIOD OR QUANTITY	RATE OR UNIT	TOTAL COST	LOCAL	STATE	GENERAL EXPENSE	CAPITAL						
	<b>RESERVES</b>													
0.001	Reserves - Future Capital Outlay													
0.002	Reserves - Self-Insurance													
0.003	Reserves - Cash Balance to be Carried Forward													
0.004	Reserves - Sick and Annual Leave Trans Out													
	TOTALS FROM BOTH PAGES:	1 YEAR		\$ 130,988.24	\$ 65,494.12	\$ 65,494.12								

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: 06/04/2024

AGENDA ITEM: Consider approval of the Detailed Work Plan Budget for Mosquito Control, 24-25 year

DEPARTMENT: Mosquito Control

PURPOSE: Subsidizing Mosquito Control Costs

ASSOCIATED COST(S): State - \$65,494.12 (This is a dollar for dollar County Matching the state amount)  
County - \$65,494.12  
Grand Total: \$130,988.24

BUDGET LINE (G/L #): State Grant: 112-334690, County match: 112-389900-00

**Please have Chairperson sign and date all 6 pages and return to Bennie Jackson, Mosquito Control Director.**



WILTON SIMPSON  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Submit to:  
Mosquito Control Program  
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3125 Conner Blvd, Suite E  
Tallahassee, FL 32399-1650

Rule 5E-13.022, F.A.C.

Telephone: (850) 617-7911; Fax: (850) 617-7939

RECOMMENDED FOR APPROVAL:

FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 24

PREPARED BY: Bennie Lee Jackson Jr.

ENDING SEPTEMBER 30, 20 25

DATE:

DATE: 5/13/2024

APPROVED BY:

COUNTY or DISTRICT Bradford County

APPROVED BY:

FDACS Mosquito Control Program Representative

Chairman of the Board, or Clerk of Circuit Court

DATE:

DATE:

PAGE 1 OF 3

TO BE PAID FROM

PROGRAM ELEMENTS

ACCOUNT	TITLE	RATE OR UNIT	TOTAL COST	TO BE PAID FROM			PROGRAM ELEMENTS					
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<b>TOTAL RECEIPTS</b>												
<b>BEGINNING FUND BALANCE</b>												
<b>TOTAL BUDGETARY RECEIPTS AND BALANCES</b>				\$ 130,988.24	\$ 65,494.12	\$ 65,494.12	\$ -					





**WILTON SIMPSON  
COMMISSIONER**

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

**DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL**

Rule 5E-13.022, F.A.C.

Telephone: (850) 617-7911; Fax: (850) 617-7939

**Submit to:**  
Mosquito Control Program  
MosquitoControlReports@FDACS.gov  
3125 Conner Blvd, Suite E  
Tallahassee, FL 32399-1650

RECOMMENDED FOR APPROVAL: [Redacted]		FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 24 ENDING SEPTEMBER 30, 20 25			PREPARED BY: Bennie Lee Jackson Jr.									
DATE: [Redacted]					DATE: 5/13/2024									
APPROVED BY: [Redacted] FDACS Mosquito Control Program Representative		COUNTY or DISTRICT: Bradford County			APPROVED BY: [Redacted] Chairman of the Board, or Clerk of Circuit Court									
DATE: [Redacted]					DATE: [Redacted]									
PAGE: 3 OF 3					TO BE PAID FROM				PROGRAM ELEMENTS					
ACCOUNT	TITLE	PERIOD OR QUANTITY	RATE OR UNIT	TOTAL COST	LOCAL	STATE	GENERAL EXPENSE	CAPITAL						
<b>RESERVES</b>														
0.001	Reserves - Future Capital Outlay													
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TOTALS FROM BOTH PAGES:		1 YEAR		\$ 130,988.24	\$ 65,494.12	\$ 65,494.12								



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

---

DATE: June 4, 2024

AGENDA ITEM: Advertising Grant Starke Spangled Splash Bash

DEPARTMENT: Bradford County Tourist Development Council

PURPOSE: Promote Bradford County during events and protect our visitors

ASSOCIATED COST(S): \$7,500.00

BUDGET LINE (G/L #): **002-86-552-48010-00**



Monday, May 20, 2024

Scott Kornegay  
Bradford County Manager's Office  
PO Drawer B  
Starke, FL 32091

At the Bradford County TDC meeting held May 18 2024 the TDC board voted to support the advertising efforts of the Starke Spangled Splash Bash. July 4—6.

Please place this request on the next County Commission agenda for payment. I have attached a copy of the TDC minutes approving the expenditure as well as the invoice from Bradford Fair Association in the amount of \$7,500.00, and the Agenda Item Information Sheet.

If there are any questions I may be reached at the Chamber office by calling 904-964-5278, or by cell 904-364-7051.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads 'Pam Whittle'.

Pam Whittle, IOM  
President / CEO  
North Florida Regional Chamber of Commerce

[BradfordCountyFloridaTourism.com](http://BradfordCountyFloridaTourism.com)

Chairman. John Miller Board Members: Diane Andrews, Vincent Esson, Steve Futch, Chuck Kramer,  
Paula Register, Scott Roberts, Dale Woodruff, Gene Melvin

Bradford County Tourist Development Council

Minutes

May 16, 2024

12 Noon

North Florida Regional Chamber of Commerce  
Starke, FL

**Board Members Present:** John Miller, Scott Roberts, Gene Melvin, Chuck Kramer, Paula Register, and Steve Futch on phone (6)

**Board Members Absent:** Vincent Esson, Dale Woodruff, Diane Andrews (3)

**Chamber Staff Present:** Pam Whittle, Susan Norman

**Guests:** Jimmy Crosby, Scott Kornegay, Michael Heeder

At 12:05 PM Chairman Miller called the meeting to order

**Approval of the minutes from the April meeting,** a motion to approve the minutes was made by Chuck Kramer the motion was second by Scott Roberts, motion passed 6-0.

**Financial Report was accepted** motion to accept was made by Gene Melvin the motion was second by Steve Futch, the motion passed 6-0.

A motion to cancel the July meeting unless, there was an emergency need was made by Gene Melvin the motion was second by Chuck Kramer, the motion passed 6-0.

A presentation by Michael Heeder, Event Coordinator, for the Starke Spangled Splash Bash, to be held Thursday, July 4<sup>th</sup> through Saturday July 6<sup>th</sup> at the Bradford Fair Grounds. The anticipated crowd is 2 to 5 thousand over the 3 day event, coming in from around the region. Mr. Heeder requested the max amount of \$7,500 for marketing of the event, this would include radio stations, Newspaper, digital advertising, social media and various other items, totaling \$7,500. The City of Starke will be the Fireworks sponsor at \$15,000. The complete weekend listing of events and times will be posted and shared. Scott Roberts made a motion to approve the request for \$7,500 for Starke Spangled Splash Bash, his motion was second by Paula Register, and the motion passed 6-0.

**REPORTS and INFORMATIONAL ITEMS –**

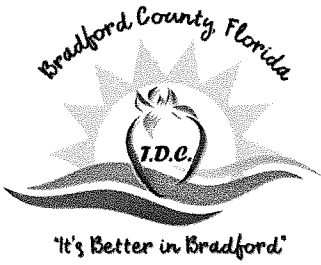
The TDC Board discussed the possibility of creating a position of Events Specialist that could be shared with the City of Starke. This position would look into creating events, tournaments, and other such activities in the county utilizing the facility assets we currently have; The Fair Grounds, Conference Center and Ball Fields. Scott Roberts said that the City would put together something for the TDC board to review at the August meeting. It was also stated this would be a contract position not a City or County employee.

At the April meeting Pam was requested to gather information on the number of rooms currently available in Bradford County. She presented in writing to the board a room count of all current overnight locations to include VRBO, 283 rooms are currently available in Bradford County.

Pam was asked to contact the Clay County Parks and Rec person Justin to see if he could come to the August meeting or later to discuss the ballfield project on SR 16 and 21. Pam will reach out to Kim Morgan with the Clay TDC to arrange that presentation.

At 1:12 Scott Roberts made the motion to adjourn and Steve Futch second the motion.

Minutes prepared by Pam Whittle, IOM President / CEO NFRCC



**Bradford County  
Tourism Development Council**  
100 East Call Street  
Starke, FL 32091

Monday, May 20, 2024

"Our mission is to give tourists a reason to visit our region of Florida."

Amount Due: \$ 7,500.00

Amount Paid: \$ \_\_\_\_\_

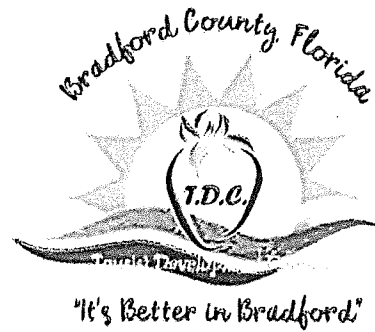
**Bradford County Tourism Development Council**

**Starke Spangled Splash Bash \$7,500.00**  
Splash Bash July 4—6

**Payable to:**  
Bradford Fair Association  
2300 N Temple Ave  
Starke, FL 32091

**Mail to:**  
Bradford Fair Association  
2300 N Temple Ave  
Starke, FL 32091

Michael Heeder 352-234-3473  
starkesplashbash@gmail.com



## TDC Marketing Grant Guidelines

### PURPOSE:

This document sets forth the guidelines and categories for requests for funds from the Tourist Development Taxes. Applications for TDC funding will be accepted from organizations that plan to hold activities within Bradford County that have been shown to attract substantial out of county publicity for Bradford County or have the potential to attract out-of-town visitors who will occupy overnight accommodations.

In order to ensure that the TDC Festival Grant funds are properly disbursed, please comply with the stated directions and complete each section of the application.

Festivals are defined for the purpose of this grant:

“An event or series of events having an economic impact or an impact on tourism, which has the following characteristics:

1. All forms of advertisement of this event must reflect the words: Paid for by or in part by; Bradford County Tourist Development Funds or display the Bradford County TDC logo on print and social media.
2. Events must be registered on the Visit Natural North Florida website under Bradford County, email information to: [VNNF@ncfirpc.org](mailto:VNNF@ncfirpc.org)
3. The event attracts out-of-town guest to occupy hotel/motel rooms.
4. It has growth potential and the event is celebratory, historical, cultural or multicultural.
5. The event is likely to generate media exposure.
6. The Event will be free or available at a nominal fee to the public.
7. A post event report must be submitted within 60 days post event. Copies of all PAID invoices and revenue generated will be reported, as well as attendance and other pertinent information as it relates to the event. Be prepared to discuss the economic impact to Bradford County and overnight occupancy.

**The maximum amount to be granted is \$7,500.00**

The Bradford County TDC meets on the Third Thursday of the Month  
Completed applications must be submitted for consideration 60 days prior to the event date.

**Original and 9 copies are to be submitted to:**

North Florida Regional Chamber of Commerce  
100 East Call Street  
Starke, FL 32091

One week prior to the scheduled TDC monthly meeting on the 3<sup>rd</sup> Thursday of the month.

THE TDC IN MAKING A GRANT FOR FESTIVAL OR OTHER PURPOSES DOES NOT ASSUME ANY LIABILITY OR RESPONSIBILITY FOR THE ULTIMATE FINANCIAL PROFITABILITY OF THE FESTIVAL FOR WHICH THE GRANT IS AWARDED. THE TDC, UNLESS OTHERWISE SPECIFICALLY STATED, IS ONLY A FINANCIAL CONTRIBUTOR TO THE EVENT RESPONSIBLE OR LIABLE FOR ANY DEBTS INCURRED FOR SUCH EVENT. ALL THIRD PARTIES ARE HEREBY PUT ON NOTICE THAT THE TDC WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY COSTS OR DEBTS FOR THE EVENTS THAT ARE NOT PAID BY THE GRANT APPLICANT.

I understand the above guidelines and agree to comply with them.

I understand receipt of grant funding is based upon the organization's compliance with all regulations.

**APPLICANT:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Name Title Date**

I, understand and will comply with the above conditions should the request of funds be granted.

TDC Event Marketing Grant APPLICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED

Name of Event: STARKE SPANGLED SPLASH BASH

Website: www.facebook.com/StarkeSplashBash

Social Media: ↗

Location of Event: BRADFORD AGRICULTURAL FAIRGROUNDS

Day/Date/Time of Event: THURSDAY JULY 4 → SATURDAY JULY 6

Sponsoring Organization: BRADFORD FAIR ASSOCIATION & CITY OF STARKE

\*Non-Profit Organization? Yes  No  Tax Code Status: 501c4

\*Is the organization tax-exempt? Yes  No

\*Attach Proper Documentation

Federal ID# (EIN)? \_\_\_\_\_

Contact Person: MICHAEL HESSER Title: EVENT COORDINATOR

Address: 932 WILSON ROAD STARKE FL 32091

Phone: 362-234-3473 Alternate Number 904-290-1010

E-Mail Address: starke splash bash@gmail.com

If you are awarded a Marketing Grant please list organization or person to make checks

Payable TO: BRADFORD FAIR ASSOCIATION

Address: 2300 N TEMPLE AVE STARKE FL 32091



1. Provide history on the number of room rental nights attributable to this event:

PREVIOUSLY NONE AS A SINGLE DAY EVENT - THIS YEAR WILL HAVE A BLOCK

YEAR	MONTH	CITY	HOTEL (S)	# ROOMS

OF ROOMS FOR JUDGES AND PERFORMERS

2. Have you reserved rooms in a Bradford County Hotel? Please not if one hotel has been designated as "host" hotel, if so, please list and attach contract.

HOTEL (S)	# OF ROOMS RESERVED	TOTAL ROOM NIGHTS	DATES
HOLIDAY INN	3		JULY 4th
HYPERESS		1 / 2	JULY 5th

\* CONTRACT FORTHCOMING.

3. How many rooms do you guarantee to bring to Bradford County?

2

4. Projection of out-of-town guests for this year's event?

~ 2,000 - 5,000 PEOPLE (TAX AND GAINESVILLE RADIO MARKETS)

5. \*Total marketing grant funds requested from TDC?

\$7,500

\* Please note that the maximum amount to be granted is \$7,500, but there is no guarantee that full amount will be awarded.

6. Itemize expenditures to be funded by this grant, funding for advertising, should have detailed information on the types of advertisement that is utilized. Examples, Radio stations, Magazine publications, Television stations, etc.

ITEM	\$ AMOUNT
Radio outside of Bradford County	2,150 <sup>00</sup>
Television outside of Bradford Co.	
Print; Magazines, Newspaper, Posters, Flyers, Signs	\$4,400 <sup>00</sup>
Digital Advertising	\$ 450 <sup>00</sup>
Social Media: Facebook, Twitter, etc....	\$600 <sup>00</sup>
Other:	\$400 <sup>00</sup>
<b>TOTAL Advertising Budget</b>	<b>\$7,500<sup>00</sup></b>

7. List all contributors, sponsors and other sources of funding for this event other than The Tourist Development Council. Purpose define as advertising, entertainment, T Shirts, Food or Drinks, etc....

Name / Business	Amount \$	Purpose
CITY OF STARK	\$15,000 <sup>00</sup>	FIREWORKS
FAIR ASSOCIATION	\$ 5,000 <sup>00</sup>	PROPERTY / LOGISTICS
FUNASTIC FIRE BRIGADE	\$ 5,000 <sup>00</sup>	ENTERTAINMENT
FALSTREUX HEAT/AC	\$500 <sup>00</sup>	EVENT SHIRTS

8. What additional sources of funding are there for this event other than what is listed in section #7?

NONE - OUT OF POCKET

9. List previous funds awarded by the TDC:

YEAR	\$ AMOUNT AWARDED
2023	\$7500 <sup>00</sup>

10. Media coverage of previous years' event. (Provide to the board copies of Newspaper, magazines, professional periodicals, and social media ads showing coverage of the event. List TV, radio or other coverage received by identifiers and duration of advertisement.

TYPE OF MEDIA	STATION OR NAME	\$ AMOUNT SPENT	Date TO
RADIO	WJAG 106.3 FM	\$3000 <sup>00</sup>	JUNE - JULY 2023
RADIO	JACKSONVILLE 107.1 99.1	\$3200 <sup>00</sup>	JUNE - JULY 2023
BILLBOARDS	J PRANCE	\$7,300 <sup>00</sup>	JUNE - JULY 2023

11. What was the economic impact (dollar amount) for last years' event to Bradford County, if this is a new event what is your projected economic impact?

ESTIMATED \$8,000<sup>00</sup> - \$10,000<sup>00</sup> IN TRAVEL AND  
FOOD / ENTERTAINMENT EXPENSES.

12. ATTACH a complete budget for the event list all expenditures that will be incurred and all sources of income expected.

TO BE PROVIDED, TO INCLUDE SECURITY, SOUND  
PRODUCTION, STAGE USE, ELECTRICITY, ARTIST PAYMENTS  
WATER SLIDE RENTALS, FIREWORKS

13. ATTACH a brief description of the event, how many days the event will be in operation, what activities will be occurring during the event, and any other special items that the TDC board should know about the event.

JULY 4 - 9 AM PARADE  
4 PM EVENT OPENS WITH WATER ENTERTAINMENT  
& MUSIC & FOOD TRUCKS → FIREWORKS @ 10 PM

JULY 5 - 4 PM EVENT OPENS - COMMUNITY FISH FRY SOUL FOOD  
AND R&B/MOTOWN CONCEPTS → FIREWORKS @ 10 PM

JULY 6 - 4 PM PARTY - MUSIC, GAMES, WATER PUMP, BBO



# TDC Marketing Budget - 2024

Budget Categories	Budget Allocation
1. Promotional materials	350.00
2. Advertising (broadcast)	4,450.00
3. Advertising (newsprint)	1,700.00
4. Advertising (online)	1,000.00
<b>TOTAL</b>	<b>7,500.00</b>

- 1 - flyers posted in businesses around the community
- 2 - radio: WEAG 106.3 Eagle Country  
WMUV 100.7 The Promise  
WXJZ 100.9 The Beach
- 3 - Bradford Telegraph / Lake Region Monitor
- 4 - Facebook ads shared across Instagram and Reddit

Prepared by:

Michael Heeder, Event Coordinator  
Starke-Spangled Splash Bash

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

---

DATE: June 4, 2024

AGENDA ITEM: SmartCop

DEPARTMENT: IGCF

PURPOSE: Annual SmartCop Maintenance Invoice

ASSOCIATED COST(S): \$62,537.00

IGCF Committee is requesting \$55,537.00 to be paid out of IGCF and \$7000.00 to be paid out of Jail Set Aside Funds (Balance of IGCF account as of 4/29/2024 is \$60,376.39)

BUDGET LINE (G/L #):

**Invoice No.** SCIMN0000722  
**Date** 4/1/2024  
**Due Date** 4/1/2024  
**Customer No.** BRA2000  
**Page** 1 of 1



**Bill To**  
 Bradford Co SO  
 Capt Luke  
 945 N. Template Ave  
 Starke, FL 32091  
 United States

**Ship To**  
 Capt Luke  
 945 N. Template Ave  
 Starke, FL 32091  
 United States

Contract/Project Number	Purchase Order	Payment Terms	Currency	
		Due Upon Receipt	HARRIS-US\$	
Item No	Description	Quantity	Unit Price	Amount
NOTE	Annual SmartCop Maintenance	1.00	0.00	0.00
MOBILE	Bradford EMS - SmartMCT: 3 MCT's no FBR: 4/1/2024 to 3/31/2025	1.00	576.00	576.00
CADINT	Bradford - SmartCAD: Priority Dispatch Interface: 4/1/2024 to 3/31/2025	1.00	2,678.00	2,678.00
SUITE	Bradford - SmartCAD, SmartRMS, SmartJMS, SmartADMIN, (25) SmartMCT: 4/1/2024 to 3/31/2025	1.00	52,465.00	52,465.00
CADINT	Bradford - SmartDATA: 4/1/2024 to 3/31/2025	1.00	2,678.00	2,678.00
JMSINT	Bradford - Guardian RFID Interface - One Way: 4/1/2024 to 3/31/2025	1.00	661.00	661.00
CAD	Bradford - ESO CAD Interface: 4/1/2024 to 3/31/2025	1.00	656.00	656.00
SUITE	Lawtey - Product Suite: 4/1/2024 to 3/31/2025	1.00	1,594.00	1,594.00
JMS	LiveScan Interface MorphoTrak: 4/1/2024 to 3/31/2025	1.00	1,195.00	1,195.00
MOBILE	MOBILE Maintenance: 1/1/2025 to 3/31/2025	1.00	34.00	34.00

5-8-2024  
 Approved by IGCF  
 requesting \$55,537.00  
 out of IGCF + the  
 balance \$7000.00  
 out of Jail set aside  
 account.

KN

Remit To:  
 SmartCOP Inc  
 PO BOX 74008484  
 Chicago, IL 60674-8484

Subtotal	62,537.00
Misc	0.00
Taxes	0.00
Freight	0.00
Total	62,537.00



Invoice Questions? Please call Thais Pereira at 1-613-519-8220 or at our toll-free number 1-888-847-7747; you can also email ar@smartcop.com

Tax Exempt? Please send your exemption certificate to the address above.

**Thank you for your business!**

*Handwritten signature: A. Pereira*

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE: June 4, 2024

AGENDA ITEM: Write-off for EMS accounts placed for collections, deceased patient accounts and small balance account.

DEPARTMENT: Fire Rescue

PURPOSE/DESCRIPTION: Request Board approval of write-off for accounts placed with NRA for collections (109 accounts) for \$61,949.44, deceased patient accounts (8) for \$1,579.90 and small balance accounts (1) for \$.50. Total write-off amount = \$63,529.84.

ASSOCIATED COST(S): Costs are only incurred if payment is collected for an account; costs are the collection agency fee, at the contracted percentage, on the collected amount.

BUDGET LINE (G/L #): N/A

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

---

DATE OF MEETING: June 4, 2024

AGENDA ITEM Meeting minutes from 05-07-2024.

DEPARTMENT: Clerk's Office



**BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA**

**May 7, 2024**

**9:30 A.M.**

**Bradford County Courthouse**

**945 North Temple Avenue**

**Starke, Florida 32091**

---

**MEETING MINUTES**

---

**BOARD MEMBERS PRESENT:** Commissioner District 1 – Chair Carolyn Spooner  
Commissioner District 4 – Vice-Chair Danny Riddick  
Commissioner District 2 – Kenny Thompson  
Commissioner District 3 – Joseph C. Dougherty  
Commissioner District 5 – Diane Andrews

**BOARD MEMBERS NOT PRESENT:**

**PRESS PRESENT:** None

**STAFF MEMBERS IN ATTENDANCE:** County Manager Scott Kornegay; Executive Assistant Amanda Brown; County Attorney Rob Bradley; Clerk of Court Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana LaFollette; Community Development Director Kelly Canady; Brad Smith; Sheriff Gordon Smith; Fire Rescue Chief Ben Carter; Fire Rescue Division Chief Dylan Rodgers; and Public Works Director Jason Dodds.

1. **CALL TO ORDER:** Chair Spooner called the meeting to order at 9:30 A.M.
2. **PUBLIC COMMENTS:**
  - Yolanda Clark
3. **APPROVAL OF CONSENT AGENDA ITEMS:**
  - A. **AMENDED AGREEMENT FOR SPECIAL MAGISTRATE SERVICES**
  - B. **REQUEST FOR 1/3 REIMBURSEMENT OF THE BRANCH DIRECTOR’S SALARY AND BENEFITS FOR FISCAL YEAR 2024-2025 (\$29,907.41)**
  - C. **AWARD SHIP REHAB FILE # 2018-3-S TO THE SOLE BIDDER M & R CONSTRUCTION IN THE AMOUNT OF \$34,295.00.**
  - D. **CONTRACT BETWEEN BOCC AND M & R CONSTRUCTION ON SHIP REHAB FILE # 2018-3-S THE AMOUNT OF \$34,295.00.**
  - E. **AWARD SHIP REHAB FILE # 2019-7-S TO THE SOLE BIDDER M & R CONSTRUCTION IN THE AMOUNT OF \$37,655.00.**
  - F. **APPROVAL TO DEVIATE FROM LHAP ON SHIP FILE # 2019-7-S IN THE AMOUNT OF \$37,655.00.**
  - G. **CONTRACT BETWEEN BOCC AND M & R CONSTRUCTION ON SHIP REHAB FILE # 2019-7-S THE AMOUNT OF \$37,655.00.**
  - H. **911 SYSTEM MAINTENANCE GRANT 24-04-02.**
  - I. **PUBLIC CONSULTING GROUP (PCG) SOLE SOURCE EMERGENCY SERVICES CONTRACT.**
  - J. **LETTER OF SUPPORT FOR CITY OF HAMPTON’S APPLICATION FOR A HISTORIC PRESERVATION GRANT.**
  - K. **CFP GRANT FUNDING REQUEST SFY 2024-2025 FOR FUNDING FOR A COMPREHENSIVE ECONOMIC DEVELOPMENT IMPLEMENTATION STRATEGY.**

**Discussion:** none

**It was MOVED by Commissioner Thompson and SECONDED by Vice Chair Riddick to approve the consent agenda.**

**Motion Carries 5-0**

Chair Spooner went out of order of the agenda and addressed item 9(A) *Award Presentation* from Sheriff Gordon Smith. Sheriff Smith acknowledged the following staff members with the Department of Corrections, Inspector General's Office for extinguishing a home fire. He presented them with the Knights of Justice Award from the Police Hall of Fame.

- Detective Russell Gordon
- Detective Christopher Register
- Detective Carlton Milton

❖ **TERMINATION OF EMPLOYMENT OF LIBRARY DIRECTOR ROBERT PERONE (walked on agenda item).**

Mr. Kornegay sought board action to terminate the employment of Library Director Robert Perone.

**Discussion:** none

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to dismiss Robert Perone from his position.**

**Motion Carries 5-0**

**4. BRADFORD COUNTY PUBLIC LIBRARY FUTURE PLANS – TRICIA WYLIE, DIRECTOR, NEW RIVER PUBLIC LIBRARY COOPERATIVE.**

Chair Spooner recognized Ms. Wylie who presented a PowerPoint presentation highlighting the following:

- May 9-11 is the Friends of the Library book sale.
- Summer programs for all ages
- Cooperate grant in the amount of \$3,000 for a geology book give away.

**Discussion:**

- Comments expressing appreciation for the report.
- Remarks expressing gratitude to Tricia and her suggestions for the library to cut costs.
- Positive remarks about Kim Crawford, the Assistant Library Director.

**5. UF/IFAS EXTENSION – BRADFORD COUNTY 2023 YEAR REVIEW.**

Chair Spooner announced that Dr. Sanders is unavailable and will reschedule her presentation.

**6. APPROVAL TO PURCHASE OF A USED 2018 FORD F550 SERVICE TRUCK WITH CRANE AS SOLE SOURCE FROM RING POWER FOR \$80,000, TO BE PAID WITH FUNDS FROM RESERVE FOR CONTINGENCY.**

Chair Spooner recognized Public Works Director Jason Dodds who requested a used/sole source F550 service/mechanic truck. Mr. Dodds explained that the truck will allow his department to perform mechanical work internally rather than outsourcing it, and the truck will keep his staff safe while doing so.

**Discussion:**

- Purchase will be charged to the public works reserve for contingency fund.

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to approve the purchase of a crane truck in the amount of \$80,000.**

**Motion Carries 5-0**

**7. APPROVAL OF A QUOTE FROM ASPHALT PAVING SYSTEMS AS SOLE SOURCE FOR CHIP SEAL OF THE FOLLOWING ROADS WITH GAS TAX FUNDS. TOTAL COST - \$348,950.34.**

- 1) S.E. 11<sup>TH</sup> AVENUE - \$157,078.98
  - 2) S.E. 84<sup>TH</sup> AVENUE - \$21,234.06
  - 3) N.E. 213<sup>TH</sup> STREET - \$31,966.28
  - 4) N.E. 17<sup>TH</sup> AVENUE - \$31,597.15
  - 5) N.E. 212<sup>TH</sup> STREET - \$3,937.54
  - 6) N.E. 20<sup>TH</sup> AVENUE - \$8,167.42 (North of 200-B)
  - 7) N.E. 20<sup>TH</sup> AVENUE - \$26,684.49 (South of 200-B)
  - 8) N.E. 223<sup>RD</sup> STREET - \$35,722.62
  - 9) S.E. 17<sup>TH</sup> AVENUE - \$18,366.70
- MOBILIZATION - \$7,500
  - MAINTENANCE OF TRAFFIC - \$6,695.10

**Discussion:**

- Chip seal versus fog seal quality. Mr. Dodds responded that chip seal is better quality than fog seal.
- Estimated start time is June 2024.
- Asphalt Paving Systems will honor its original cost proposal for S.E. 11<sup>th</sup> Avenue.
- Commissioner Andrews requested that Chair Spooner's roads be fixed first.
- Positive remarks about Jason Dodds and his staff.
- In response to a status report on C.R. 235, Mr. Dodds shared that the final construction plans are expected to be completed in June. Due to concerns of the current condition of the road, he asked permission to erect a sign that reads "No Commercial Trucks Until Construction Is Completed". **The board was in CONSENSUS to allow Mr. Dodds to erect a sign on C.R. 235 that reads "No Commercial Trucks Until Construction Is Completed".**

**It was MOVED by Commissioner Andrews and SECONDED by Commissioner Dougherty to approve the chip seal quote for the roads listed.**

**Motion Carries 5-0**

**8. CLERK REPORT – DENNY THOMPSON**

**A. QUARTERLY UPDATE ON DEPARTMENT SPENDING (JAN-MAR 2024).**

Finance Director Dana LaFollette reported on spending, and use/saving of fund balance through quarter 2 in the following departments, as of March 31, 2024.

- 001-General Fund

Expenditures exceeded revenue by \$1,097,093.77 necessitating the use of fund balance. The current fund balance is \$16,259,615.97.

- 111 – Fire Rescue

Revenues exceeded expenditures by \$280,947.45 causing a savings to fund balance. The current fund balance is \$1,087,149.04.

- 105 – Road

Expenditures exceeded revenue by 211,289.13 necessitating the use of fund balance. The current fund balance is \$1,449,061.62.

**Discussion:**

- Cause for why expenditures exceeded revenue in the general fund.
- Grants and restricted funds are not included in the report.
- In response to recommended reserves to have on standby for emergencies, Ms. LaFollette responded that the auditors generally recommend 3-4 months of operating revenue. (The Government of Finance Officers Association recommends that local governments maintain reserves equal to two months of operating revenue, or equal to 16.7 percent annual revenue).
- Comments in favor of keeping more than 3 months of reserves on standby for operating revenue during a catastrophic event.

**9. SHERIFF REPORTS – GORDON SMITH**

**A. AWARD PRESENTATION (item was addressed after the consent agenda)**

Sheriff Smith shared that his office now has an app (Bradford County Sheriff's Office) that can be downloaded on phones for the latest updates and alerts.

**10. COUNTY MANAGER REPORTS – SCOTT KORNEGAY**

- Recognized Lt. David Weeks to give a report on the Bradford County Fire Rescue Community Paramedicine Program. Lt. Weeks shared a PowerPoint presentation highlighting the following:
  - Program Overview
  - Initial Goals of the Program

- Patient Demographics
  - Strategies to Reach Patients
  - Primary Services Offered: Chronic Disease Management; Substance Abuse Education; and Hospital Discharge Follow-up
  - Accomplishments
  - Collaborative Efforts with Other Organizations
  - Future Goals
- Reported that the paramedicine program established through BCFR is one of the most impressive initiatives he has witnessed.
  - Shared that agenda item 3(K) on the consent agenda is a grant in the amount of \$75,000 to fund a study for economic development in Bradford County. He advised that Amber Shepherd with the Northeast Florida Economic Development Corporation was present in the audience.

**Discussion:** none

## **11. COUNTY ATTORNEY REPORTS – ROB BRADLEY**

### **A. COUNTY MANAGER CONTRACT**

Mr. Bradley advised that if the board wished to amend Mr. Kornegay's contract, he recommends a motion be made requesting that the Chair work with the county manager to negotiate an update, which would then be presented to the board.

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to allow the chair to enter into negotiations with the county manager and report back to the board for discussion.**

**Discussion:**

- Comments suggesting that the commissioners meet individually with Mr. Kornegay.
- Remarks indicating that the commissioners are free to speak with the county attorney about Mr. Kornegay as part of the assessment process.
- Comments in support of using utilizing Mr. Kornegay's position description as the basis for a written evaluation.
- Mr. Bradley advised the board that an evaluation form will be sent by his office to the commissioners, who will then fill it out and report it back to the board for review. In a public meeting, the board members can discuss the evaluation reports between themselves.
- Remarks made that the commissioners are free to speak individually with Mr. Kornegay about his job performance.
- Comments in favor of allowing the chair to negotiate with Mr. Kornegay and not go through the employee evaluation process.
- Recommendation to give Mr. Kornegay the chance to assess his own performance and compare it to the board's assessments.
- Salaries of other county managers.
- Positive comments concerning Mr. Kornegay's job performance.

**After discussion, the board was in CONSENSUS to withdrawal the motion for negotiations.**

**It was MOVED by Commissioner Andrews and SECONDED by Commissioner Dougherty that the board proceed with evaluations prior to negotiations.**

**Motion Carries 3-2 (dissenting votes Vice-Chair Riddick and Commissioner Thompson)**

Mr. Bradley responded to the board's decision by saying that he and Mr. Kornegay would give the board an assessment form to study and discuss at their upcoming meeting. The board may start filling out the form once they approve the wording.

## **12. COMMISSIONERS COMMENTS**

### **Commissioner Andrews**

- County employee appreciation day is scheduled for June 6, 2024. It will be held at the Bradford County Fire Rescue bay. She asked that staff at the solid waste collection sites be allowed to attend and close the sites during the luncheon event.

### **Discussion:**

- In response to how the event will be funded, Commissioner Andrews advised that she is looking for donations from the board and the constitutional officers.
- Sheriff Smith volunteered to donate to the function and have his team prepare food.

### **Commissioner Dougherty**

- Remarks made on the passing of Joel Brewer, husband to Public Defender Stacy Scott.
- Remarks urging the county to manage its finances responsibly when it comes to the county budget.

### **Vice Chair Riddick**

- Remarks regarding the benefits of enacting a gas tax.

## **13. CHAIRS COMMENTS**

- Comments on the success of the Livingston Scholarship Foundation Cancer Awareness walk. The event raised \$3,000 for the Livingston Scholarship.
- RJE held a May Day festival and a groundbreaking ceremony for a new playground this past weekend.
- May is a month to recognize mental health, correctional officers, nurses, teachers, and mothers.
- May 14 at 10 a.m. marks the grand opening of Hampton Hub.
- From 11:30 am to 1pm on May 9th, there is a Northeast Economic Development Corporation learning luncheon.
- Comments urging the board to be conservative in its spending, build its reserve, and reduce the millage rate.

Chair Spooner acknowledged Mr. Kornegay, who asked the board to decide whether to fund a COLA (Cost of Living Adjustment) increase for fiscal year 2024–2025 at their subsequent meeting. He reminded the board that he had given them a document outlining the potential effects of raises of 3%, 4%, and 5%.

**Discussion:**

- The board is scheduled to set the proposed millage rate on July 18<sup>th</sup>.

**ADJOURN:** There being no further business, the meeting adjourned at 11:30 a.m.

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA**

\_\_\_\_\_  
**CAROLYN SPOONER, CHAIR**

**ATTEST:**

\_\_\_\_\_  
**DENNY THOMPSON, CLERK TO THE BOARD**

**MINUTES PREPARED BY:**

\_\_\_\_\_  
**RACHEL RHODEN, CHIEF DEPUTY CLERK**

**Minutes approved by the BOCC during a scheduled meeting on: \_\_\_\_\_**

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: June 4 , 2024

AGENDA ITEM Please consider increasing the maximum amount on our LHAP (Local Housing Assistance Plan) for both SHIP Rehabilitation and demo/replacement strategies. (Rehab is currently 35,000 to 45,000) (Demo/Replacement- is currently 84,500 to 99,500) This is also a recommendation from the State.

DEPARTMENT: Community Development/SHIP

PURPOSE At this time because of the increase of supplies, materials, labor costs, and also a recommendation from the State, that we currently increase our maximum amount allowed per Rehab project to \$45,000 and Demo/Replacement projects to 99,500.00. Therefore, at this time I am requesting that we raise our maximum amount allowed per Rehab project on our LHAP to \$45,000.00 and our Demo/replacement projects on our LHAP to \$99,500.00. I have also discussed this with all my Housing Advisory Board Members and they were all in agreement that we should increase the maximum amount per strategy as well.

ASSOCIATED COST(S):

BUDGET LINE (G/L #):



RESOLUTION #: \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; PROVIDING DIRECTION TO THE CHAIRMAN AND STAFF; 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 Community Development Department prepared and the Board of County Commissioners of Bradford County, Florida previously adopted a local housing assistance plan on accordance with Part VII of Chapter 420, Florida Statutes, and

**WHEREAS**, the Community Development prepared an amended local housing assistance plan, which is attached hereto and incorporated herein by refence and the Board of County Commissioners of Bradford County, Florida has considered said amended plan and now desires to approve amended plan; and

**WHEREAS**, the Board of County Commissioners of Bradford County, Florida finds that approval of said amended Local Housing Assistance Plan and submission of the same for review and approval by the State of Florida is in the best interest of Bradford County, Florida and its citizens.

NOW THEREFORE, BE IT RESOLVED BY THE Board of County Commissioners of Bradford County, Florida as follows:

Section 1: Adoption and Incorporation of Recitals.

The Board of County Commissioners of Bradford County, Florida adopts the above outlined recitals and incorporates them herein as part and parcel of the resolution/

Section 2: Purpose and Authority for Resolution.

This resolution is adopted for the purpose of amending the Bradford County Local Housing Assistance Plan and authorizing submission of the same for approval by the State of Florida and is adopted pursuant to the authority granted by sections 420.9071 through 420.9079, Florida Statutes and Chapter 125, Florida Statutes.

Section 3. Approval of Amendment to the Local Housing Assistance Plan.

The Board of County Commissioners of Bradford County, Florida approves the amended Local Housing Assistance Plan, which is attached hereto and incorporated herein by reference.

Section 4. Authorization to Submit Amended Plan to State

The Board of County Commissioners of Bradford County, Florida hereby authorizes submission of the amended Local Housing Assistance Plan to the Florida Housing Finance Corporation as required by Section 420.907 through 420.9079. Florida Statutes, for fiscal years 2022-2023, 2023-2024, 2024-2025.

Section 5: Direction to Chairman and Staff

A. The Chairman of the Board of County Commissioners, or the County Manger on their behalf, is designated and authorized to execute any and all document's and certifications required by the Florida Housing Finance Corporation as related to the amended Local Housing Assistance Plan or that are otherwise necessary to complete and submit the aforementioned amended plan to the State of Florida.

B. Staff is directed to take any and all necessary steps to ensure that the intent if the Board of

**Exhibit E**  
**67-37.005(1), F.A.C.**  
**2023**

County Commissioners of Bradford County, Florida as expressed in this resolution, is effectuated and implemented.

- C. Staff is directed to transmit a copy of this resolution to the Florida Housing Finance Corporation or to the State of Florida in conjunction with the submission of the above-referenced amended Local Housing Assistance Plan for approval by the State of Florida.

Section 6. Effective Date of Resolution.

This resolution shall be effective immediately upon adoption by the Board of County Commissioners of Bradford County, Florida.

This resolution shall take effect immediately upon its adoption by the Board of County Commissioners of Bradford County, Florida.

RESOLVED AND ADOPTED by the Board of County Commissioners of Bradford County, Florida, with a quorum present and voting, this \_\_\_\_\_ DAY OF June 2024.

\_\_\_\_\_  
By: Carolyn Spooner, as its  
Chairman

(SEAL)

ATTEST:

\_\_\_\_\_  
BY: Denny Thompson, as Clerk to the Board:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
By: Richard Komando, as its  
County Attorney



**Bradford County**

**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**2022-2023, 2023-2024, 2024-2025**



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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. LG(s)**

Name of Local Government	Bradford County
Does this LHAP contain an interlocal agreement?	No
If yes, name of other local government(s)	

**B. Purpose of the program:**

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

**C. Fiscal years covered by the Plan:** 2022-2023, 2023-2024, 2024-2025

**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, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

**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 completed applications were submitted as well as any established funding priorities as described in this plan.



The following priorities for funding (very low income, Special Needs, etc.) described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II:

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 in order as described above 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 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 given to Essential Services Personnel (ESP). These applicants will further be ranked in priority given to very-low, then low, then moderate. After serving enough special needs households to meet set-aside guidelines 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.

- 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. Available support services may include, but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- 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 average area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

U.S. Treasury Department	X
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](http://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 annually 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 is attached as Exhibit A. The city/county finds that the moneys deposited in the local housing assistance trust fund are necessary 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:** Administration of the local housing assistance plan will be performed by:

Entity	Duties	Admin. Fee Percentage
Local Government	All Administration duties	100%
Third Party Entity/Sub-recipient		

- R. First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *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 a home 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.*

- S. Project Delivery Costs:** In addition to the administration costs listed in the Program Administration the County will charge a reasonable project delivery cost not to exceed 5% of the contracted amount to cover initial inspections, work write-ups, cost estimates, construction inspections, and project oversight performed by non-county employees for rehabilitation projects, replacement projects, and reports generated by Title companies. And the cost will be included in the amount of the recorded mortgage and note.
- T. Essential Service Personnel Definition (ESP):** **ESP includes** Essential Service Personnel consist of instructional personnel employed by the Bradford County School District and law enforcement officers, emergency medical technicians, and firefighters, employed by Bradford County or its municipalities. Nurses, Active Military , National Guard that are stationed in the County and skilled building trade.
- U. 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 repairs,
1. Low or NO-VOC paint for all interior walls(low-VOC 50 grams per liter or less for the flat paint; 150 grams per liter or less for non-flat paint)
  2. Low -flow water fixtures in bathroom
  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 14. Packaged units are allowed in studio and one-bedroom units with a minimum of 11.7 SEER.
- Theses requirements may be adjusted for a rental development if the requirements of other construction funding sources require a more prescriptive list.
- V. Describe efforts to meet the 20% Special Needs set-aside:** Applications will be ranked giving first priority to households qualifying as Special needs Households as defined by section 420.0004-The special needs set-aside will apply to all strategies.
- W. Describe efforts to reduce homelessness:** Bradford County is working towards identifying risk and protective factors to prevent homelessness for at risk population. We will be connecting with the Bradford County School system to prevent homelessness for at risk population and will provide homelessness prevention tools and resources.



**Section II. LHAP Strategies (Please read LHAP Strategy Quick Guide before developing strategies):**

<b>A. Purchase Assistance</b>	Code 1,2
-------------------------------	----------

a. Summary: SHIP funds will be awarded for down payment 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 6 months. An existing home must be in the need of at least \$500 in rehabilitation which will be included in the total award amount.

b. 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 a 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 soused while married. An individual who is 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: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award:
 

Extremely and very-low:	\$30,000
Low:	\$20,000
Moderate:	\$10,000
- 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: 25 years
  - 4. Forgiveness: the funds will be forgiven on a prorated basis so that 4% of the principal is forgiven annually.
  - 5. Repayment: None 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: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead status; or failure to occupy the home as a primary residence. IF any of these occur, the outstanding balance will be due and payable. In cases when 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 their 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 its determined that adequate funds may be available to justify pursuing a recapture.

- f. Recipient/Tenant Selection Criteria: Applicants must 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 of the plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Applicants must secure a first mortgage by an approved lender. Th applicant must complete homeownership counseling prior to closing. The Counseling will be provided by the Bradford County SHIP office.

The Bradford SHIP funds may not be used to purchase manufactured housing/mobile homes. Bradford County will not subordinate to or allow reverse mortgage. Subordination of liens will only be granted if approved by the SHIP Director and the dwelling is being refinanced in which the interest rate will be reduced therefore, reducing the monthly payment and there is no cash back, all in accordance to Bradford County subordinate policy. Owner financing is not allowed. The eligible repairs must be completed within 120 days after the closing date.

<b>B. Owner Occupied Rehabilitation-Major repairs</b>	Code 3
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a. Summary: 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 issues. Other items may be included on rehabilitation projects if funds are available after completing all required repairs listed above.

- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: ~~\$35,000~~ \$45,000
- 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: 5 years



- 4. Forgiveness: Loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
- 5. Repayment: None required as long as 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 status; or failure to occupy the home as a primary residence. IF any of these occur, the outstanding balance will be due and payable.  
In cases when 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 their 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 its determined that adequate funds may be available to justify pursuing a recapture.

f. Recipient/Tenant Selection Criteria: Applicants must be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Personnel and income groups as described in Section I of the plan.

g. Sponsor Selection Criteria: N/A

h. Additional Information: Rehabilitation of a mobile home or rental is not allowed. Applicant must not be delinquent on any real property tax owed to Bradford County. SHIP recipients may only receive SHIP rehabilitation assistance every 10 years.  
If bids received exceed the maximum amount the SHIP Director, homeowner, and Rehabilitation inspector will delete line items agreed upon by all parties to reduce the cost of rehabilitation until bid is within the allowable award amount. After such deletion, the lowest bidder will be awarded the contract. If the SHIP Director and rehab inspector determines there are no line items that are not code related, then all bids will be rejected and the applicant would be deemed ineligible due to excessive cost of rehabilitation, but could be eligible for Replacement housing when property has hidden damage that was identified during the initial inspection.

<b>C. Housing Rehabilitation-Accessibility Modification</b>	<b>Code 3</b>
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a. Summary: SHIP funds will be awarded to households in need of repairs needed to create a barrier-free environment for people with physical disabilities. Activities may include wheelchair ramps, grab bars, handicap toilets, lever-free faucets, and doorknobs, and roll-in showers.

b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025

c. Income Categories to be served: Very low, low and moderate



- d. Maximum award: \$8,000
- 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: 5 years
  4. Forgiveness: Loan is forgiven on a prorated basis so that 20% of the principal is forgiven annually.
  5. Repayment: None is required as long as the loan is in good standing.

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 status; or failure to occupy the home as a primary residence. IF any of these occur, the outstanding balance will be due and payable. In cases when 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 their 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 its determined that adequate funds may be available to justify pursuing a recapture.

- f. Recipient/Tenant Selection Criteria: Applicants must be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Personnel and income groups as described in Section I of the plan.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Rehabilitation of a mobile home is not permitted. The funds must be used on owner-occupied homes only. Applicant must not be delinquent on any real property owed to Bradford County .

<b>D. Disaster Relief</b>	Code 5
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a. Summary: Funds will be awarded to applicants in the need of home repairs caused by a disaster that is declared by an Executive order of the President or Governor. Repairs will be prioritized as follows: Immediate threats to health and life safety (sewage, damaged windows, and roofing) in cases where the home is still habitable.  
 Imminent residual damage to the home (such as damage caused by leaking roof) in cases where the home is still habitable.  
 Repairs necessary to make the home habitable.  
 Repairs to mitigate dangerous situation (exposed wires)



- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, low and moderate
- d. Maximum award: \$20,000
- 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: 10 years
  - 4. Forgiveness: Loan is forgiven on a prorated basis so that 10% of the principal is forgiven annually.
  - 5. Repayment: None required as long as 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 status; or failure to occupy the home as a primary residence. IF any of these occur, the outstanding balance will be due and payable. In cases when 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 their 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 its determined that adequate funds may be available to justify pursuing a recapture.
- f. Recipient/Tenant Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis, with the following additional requirements:
  - 1. Must provide homeowner’s insurance if covered
  - 2. Must file for and use proceeds from insurance as a first option if they are covered.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Funds for Disaster relief will only be allowed from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster.

<b>E. Special Needs Housing (Non-Profit)</b>	Code 12
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a. Summary: Funds will be awarded to non-profits for the purchase of new construction housing, the purchase of existing housing and the rehabilitation of or additions to existing housing for rental to households with special needs as defined in 420.0004 (13).



- b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025
- c. Income Categories to be served: Very low, and low
- d. Maximum award: \$35,000 per unit
- 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: 25 years
  - 4. Forgiveness: Loan is forgiven on a prorated basis so that 4% of the principal is forgiven annually.
  - 5. Repayment: None required as long as 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 status; or failure to occupy the home as a primary residence. IF any of these occur, the outstanding balance will be due and payable. In cases when 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 their 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 its determined that adequate funds may be available to justify pursuing a recapture
- f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis to sponsors.
- g. Sponsor/Sub-recipient Selection Criteria: Assistance is awarded on a first-qualified, first-served basis to applicant -sponsors that meet the following requirements:
  - 1. Funds must be expended in Bradford County
  - 2. They must have experience in providing shelters or group homes to victims of domestic violence, persons with development disabilities, persons who are homeless, the elderly, disabled adults, or other speicla needs population.
  - 3. They have successfully completed projects similar to those being developed and in a timely matter, thus demonstrating capacity to develop affordable housing.
  - 4. Their financial accountability standards permits the Bradford County SHIP administrator to account for and audit the SHIP funds utilized, in order to meet the State requirements of the SHIP program relating to control;
  - 5. There is one contact person names., preferably having prior grant experience.



h. Additional Information: Other financing sources may or may not be available-they include private lenders or grants from other organizations or government programs.

<b>F. Replacement Housing</b>	Code 4
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a. Summary: SHIP funds will be awarded for all costs associated with the demolition and reconstruction of a substandard housing unit when it has been determined that it is not economically feasible to rehabilitate the existing home. Reconstruction will occur when the cost to rehabilitate an existing home is 60% or more of the cost to construct a replacement home.
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b. Fiscal Years Covered: 2022-2023, 2023-2024, 2024-2025

c. Income Categories to be served: Very low, low and moderate

d. Maximum award: ~~\$90,250.00~~ \$99,500.00

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: 25 years
4. Forgiveness: Loan is forgiven on a prorated basis so that 4% of the principal is forgiven annually.
5. Repayment: None required as long as loan 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 status; or failure to occupy the home as a primary residence. IF any of these occur, the outstanding balance will be due and payable. In cases when 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 their 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 its determined that adequate funds may be available to justify pursuing a recapture

f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for special needs as described in Section I of the plan with the following ranking priority:

1. Special needs
2. Participants over 62 years of age
3. Participants with families of five or more and
4. Participants with families of four or less.



- g. Sponsor Selection Criteria: N/A
- h. Additional Information:
  1. Applicants who can demonstrate that they can afford ongoing cost including utilities, property taxes, home maintenance, and monthly payments if there is a first mortgage. Approval must be granted by first mortgage company for the demolition of the existing structure.
  2. Only those dwellings occupied by eligible homeowners wishing to participate in a voluntary demolition will be considered qualified for a replacement if the homeowner has owned and occupied the dwelling to be demolished for no less than 365 days prior to execution of such an agreement, and the homeowner agrees to permit the County/City to have the dilapidated structure demolished.
  3. Mobile homes will not be eligible for assistance unless the owner agrees that the mobile home will be removed from the site.
  4. Deeds, warranty deed, quick claim deeds must be in the applicant(s) name. Rent to own agreements, private owner financing agreements will not be accepted.
  5. The applicant must complete homeownership counseling provided by the Bradford County SHIP office.
  6. Applicant must not be delinquent on any real property tax owned to Bradford County.
  7. Applicants assisted under this strategy will be encouraged to obtain temporary housing of their own. If relocation assistance is required, a grant of up to 2,000 will be provided for temporary relocation expenses, the cost of moving, storing, and insuring personal property during moving and storage is included in the maximum award amount.

### 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.

Provide a description of the procedures used to implement this strategy: The County will expedite the process of permitting for affordable housing when it takes more than two business days to receive a permit. At this time, all permits not requiring plan review are granted within one business day. When permitting for housing permits reaches a time of more than two business days, the request for affordable housing permits will be put at the top of permits to be processed.

- 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.



Provide a description of the procedures used to implement this strategy: The Department head or his or her designee of the County Department initiating a change in any policy, procedure, ordinance, regulation, or plan revision that will impact the cost of housing must present his or her proposal to the County Commissioners at a regular scheduled meeting. The County Commissioners will review the proposed change prior to final adoption. If the changes are adopted, the expected increase per housing unit will be calculated and a cumulative cost per housing unit will be estimated each fiscal year.

C. Other Incentive Strategies Adopted:

**IV. EXHIBITS:**

Required

- 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.

Optional

- F. Ordinance: (If changed from the original creating ordinance).
- G. Interlocal Agreement (Required if applicable).
- H. Other Documents Incorporated by Reference.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: June 4, 2024

AGENDA ITEM Consider closure of BoCC offices on Wednesday, June 19<sup>th</sup> for Juneteenth and Friday, July 5<sup>th</sup> for the day after Independence Day.

DEPARTMENT: County Manager

PURPOSE: Please consider the closure of BoCC offices on Wednesday, June 19<sup>th</sup> for Juneteenth, which is a Federal Holiday.

Please consider approval of an additional closure on Friday, July 5<sup>th</sup> for BoCC employees. Board offices will be closed on Thursday, July 4<sup>th</sup> for the Independence Day holiday.