

April 20, 2015

**ECONOMIC DEVELOPMENT COMMITTEE**

1. Discussion of allocation of \$80,000 for TDC sponsorship of sixth annual Navarre Beach Sand Sculpting Festival September 25-27, 2015 including week of September 20-27 for assembly/disassembly.
2. Update on annual Northwest Florida military fly-in to Washington, D.C. by military consultant.  
**(Thursday)**

Date: April 7, 2015  
To: Hunter Walker, County Administrator  
From: Julie Morgan, Tourist Development Director  
Subject: Recommendation for 2015 Sand Sculpting Festival

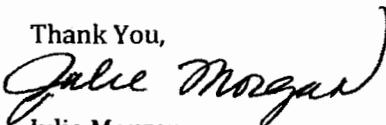
***September monthly Santa Rosa County Bed Taxes rise 115% in five years – Navarre Beach Sand Sculpting Festival is a large contributing factor in overall increases.***

Five years ago (2010) Navarre Beach and Santa Rosa County were facing one of the worst disasters on the coast: the BP oil spill. Within a few months of the spill, BP Grant funds were made available to host the first annual Navarre Beach Sand Sculpting Festival. The purpose of the event was to show everyone that our sugar-white beaches were clean and the oil did not destroy the natural environment. The first year provided a solid foundation to grow the festival into a regional event – and now, the festival is home of the National Soft Pack Sand Sculpting Championship. Master sculptors come from around the world to compete and participate in the group exhibition carving. Over the past five years, the event has grown and matured with dozens of vendors and opportunities to capture new and expanded retail sales tax, but also had a significant impact on Santa Rosa County Bed Tax – up 115% in five years. Truly, people are making “day trips” to come to the event, but more importantly, they are spending the night.

The Navarre Beach Sand Sculpting Festival’s brand has equity. It has become a staple event in the County’s portfolio. Not to mention, the event typically is the kick-off of the Beaches to Woodlands tour each year. What about economic impact? As a baseline (not including lodging) the average person will spend \$25.00 to \$35.00 in the County while attending the day event. A conservative estimate of 20,000 visitors, yields \$500,000 of new money being pumped into the local economy. The County spends an estimated \$80,000 to host and promote the event. That \$500,000 combined with a growing bed tax is a big win for Santa Rosa County. It is the TDC Advisory Board recommendation to continue this event in 2015 with a budget amount of \$43,000 and put forth \$35,000 to hiring a new full time employee. It is my recommendation as Tourist Development Director to fund this event in its entirety with a budget of \$80,000 this year. This will allow myself and my staff to work and learn side by side how this event is coordinated allowing us in the future years to administrate the festival ourselves from the TDO Office.

The event date is September 25, 26 & 27<sup>th</sup> we request Flounder Pavilion be reserved September 20<sup>th</sup> -27<sup>th</sup> as well as the parking lot area in between the pier and Flounder pavilion for the tent that will be set up on September 21<sup>st</sup>.

Thank You,

  
Julie Morgan



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Santa Rosa County Tourist Development Council  
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phone 850.933.5066 – fax 850.934.0165  
web florida-playground.com



## Hunter Walker

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**From:** Murry P Gandy <mpgandy@att.net>  
**Sent:** Wednesday, April 01, 2015 4:15 PM  
**To:** Hunter Walker  
**Cc:** Commissioner Salter  
**Subject:** DC Trip Brief to BOCC

Hunter, I will return from the DC trip on April 15, 2015. I should have the latest info from the Pentagon on issues affecting our area. Can you schedule me about 10-15 minutes on the BOCC agenda to update them on what we heard sometime after April 15? Thanks, Pete

April 20, 2015

**ADMINISTRATIVE COMMITTEE**

1. Discussion of Interlocal Agreement regarding establishment of West Florida Regional Planning Council, Inc. pursuant to Florida Statutes.
2. Discussion of lease agreement with Santa Rosa Farmers Market Association, Inc. for portion of Pace Area Recreation Park for periodic use as farmers market.
3. Discussion of appointments to the Community Development Block Grant (CDBG) Citizen Advisory Task Force to meet Florida Department of Economic Opportunity guidelines.
4. Discussion of county administrator position recruitment process and options.
5. Discussion of granting variance to Nuisance Noise Ordinance provisions for all 2015 Relay for Life events in Santa Rosa County.
6. Discussion of endorsement of Maintenance of Traffic Plan Recommendations for Pensacola Bay Bridge project as developed by MOT Plan Working Group.
7. Discussion of funding appraisal for proposed trail easement through Wolfe Creek Forest Phase I from District Three recreation funds.
8. Presentation by Public Information Officer on website redesign project.
9. Discussion of possible options for judicial facility in downtown Milton by HOK, Inc. **(Thursday presentation and discussion)**.
10. **INFO ONLY:** Public Hearing items scheduled for 9:30 a.m. Thursday, April 23, 2015: NONE



Thomas Abbott, Chair  
Nathan Boyles, Vice-Chair

Terry A. Joseph, Executive Director

## **West Florida Regional Planning Council (WFRPC) Interlocal Agreement Summary**

Early in this year's Legislative Session, Senate Bill 484 was filed by Senator Wilton Simpson to repeal provisions creating regional planning councils under Florida Statutes. Similar bills were also filed in the House, HB 873 and, later, HB 933. In March, CS/SB 484 was filed which would eliminate only one of the regional planning councils-Withlacoochee RPC in the Ocala area. In summary, changes could occur quickly and the outcome of this legislation will not be known until May 1, when the session ends (although a special session may become a reality).

To that end, the West Florida Regional Planning Council (WFRPC) Board approved moving forward with formation of the Council through Interlocal Agreement under Chapter 163, Florida Statutes. Chapter 163, F.S. permits local governmental units to enter into agreement for cooperation and coordination of services and programs. The attached agreement would provide for a continuation of services and assistance to Counties and Cities by the Council in the event the original bill passes and regional planning councils were eliminated. These services are numerous, including, economic, transportation, emergency and environmental planning. Approval of this agreement under Chapter 163, F.S. is also consistent with previous actions taken by the other 10 regional planning councils in the state.

Approval of this Interlocal Agreement by the seven (7) counties in northwest Florida does not further obligate any county or city to additional funding beyond the membership dues which are approved by the Council Board each year. Each member city and county will continue to have voting representation on the Council. This agreement does not extend the scope of duties of the WFRPC beyond what currently is statutorily mandated.

On behalf of the WFRPC, please consider approval of this Interlocal Agreement to ensure continuation of services of the planning council.

Version: 4/16/15

## **INTERLOCAL AGREEMENT**

**THIS INTERLOCAL AGREEMENT** is made pursuant to the authority of section 163.01, *Florida Statutes* (2014), among THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA; THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, FLORIDA; THE BOARD OF COUNTY COMMISSIONERS OF HOLMES COUNTY, FLORIDA; THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA; THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA; THE BOARD OF COUNTY COMMISSIONERS OF WALTON COUNTY, FLORIDA; THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, FLORIDA (the Counties that are parties to this Interlocal Agreement, together with all other local governmental bodies that hereafter join in this Agreement, are referred to herein as "**Constituents**"); and WEST FLORIDA REGIONAL PLANNING COUNCIL (referred to herein as "**RPC**").

1. Section 163.01, *Florida Statutes* (2014), permits local governmental units to make efficient use of their powers by enabling them to enter into Interlocal Agreements to cooperate with other local governmental units on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities.

2. The Constituents hereby engage RPC to serve the Constituents in an advisory capacity to provide area-wide coordination and related cooperative activities of federal, state and local government and to serve as a broad-based regional organization that can provide a truly regional perspective, enhancing the ability and opportunity for local governments to resolve issues and problems transcending jurisdictional boundaries.

3. **POWERS AND AUTHORITY**

3.1 RPC is granted the power and authority:

- a. in its own name to make and enter into contracts;
- b. to employ agencies or employees;
- c. to acquire, hold, or dispose of property;
- d. to incur debts, liabilities, or obligations which do not constitute the debts, liabilities, or obligations of any of the Constituents; AND
- e. to employ staff and purchase, lease, or otherwise provide for supplies, material, equipment and facilities for its operations.

3.2 RPC does not possess the power or authority to levy any type of tax within the boundaries of any governmental unit participating in the Interlocal Agreement, to issue any type of bond in its own name, or in any way to obligate financially a Constituent.

3.3 No Constituent shall in any manner be obligated to pay any debts, obligations or liabilities arising as a result of any actions of RPC, its representatives or any other agents, employees, officers or officials of RPC.

3.4 All of the privileges and immunities from liability; exemptions from laws, ordinances, and rules; and pensions and relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents, or employees of any public agents or employees of any public agency when performing their respective functions within the territorial limits for their respective agencies shall apply to the same degree and extent to RPC's officers, agents and employees and to the performance of the functions and duties of RPC's officers, agents, or employees under this Interlocal Agreement.

3.5 All of the privileges and immunities from liability and exemptions from laws, ordinances, and rules which apply to the municipalities and counties of this state apply to the same degree and extent to RPC.

3.6 This Interlocal Agreement does not authorize any of the Constituents to delegate the constitutional or statutory duties of its officers.

#### 4. GOVERNANCE OF RPC

4.1 Each of the Constituents, by joining in this Agreement, becomes a member of RPC.

4.2 RPC will be governed by a board of directors; all of RPC's powers shall be exercised by or under the authority of, and the business and affairs of RPC shall be managed under the direction of, RPC's board of directors.

4.3 Each of the Constituents may by resolution of its governing body appoint a member of its governing body to be a member of RPC's board of directors. However, each county having a population greater than 149,999 shall be entitled to appoint an additional representative, so that each county having a population greater than 149,999 is entitled to have two representatives on RPC's Board of Directors.

4.4 RPC's board of directors has the power and authority (a) to adopt bylaws to govern RPC's operations and (b) to hire an executive director to serve as RPC's chief executive officer or chief operating officer.

4.5 On or before May 31 of each year, RPC's board of directors shall adopt an annual budget and work program and send the same to each Constituent. Each Constituent

shall contribute such proportionate cash amounts as determined by RPC's board of directors, and approved by the Constituent's governing body.

4.6 RPC shall make an annual public report of its activities to each of the Constituents and shall have its accounts audited annually.

4.7 If a Constituent ("**a Delinquent**") fails to timely pay its required contribution to RPC in accordance with RPC's duly adopted bylaws, rules and resolutions:

(a) the Delinquent remains a member of RPC but the Delinquent's representative on RPC's board of directors shall lose all voting privileges until full payment is made.

(b) However, notwithstanding paragraph 4.7(a), RPC's board of directors may by vote of a majority of directors constituting a quorum, involuntarily terminate the Delinquent's membership in RPC and remove the Delinquent's member of RPC's board of directors, effective as of the date stated in such resolution of the board of directors.

## 5. TERMINATION

5.1 Any Constituent may voluntarily terminate its rights and obligations under this Interlocal Agreement by resolution duly adopted by its governing body, and upon giving written notice of such termination to (i) RPC and (ii) the Chairman or chief elected official of the governing body of each Constituent. Any such termination will have no effect on the rights and obligations under this Agreement of the remaining Constituents and such termination shall only be effective as of the next September 30, with all funding and contractual obligations of the terminating Constituent continuing until that date. A terminating Constituent shall have no claim to the assets of RPC.

5.2 This Interlocal Agreement may be terminated in its entirety by resolution duly adopted by the governing bodies of all Constituents. In that event, the effective termination date shall be the later of (i) the date specified in the resolution or (ii) the date of completion of RPC's then-existing contractual obligations.

5.3 In the event there is a complete termination of this Agreement, RPC's property shall be liquidated and the proceeds will be disbursed as follows:

(a) First, to satisfy RPC's debts, liabilities, and financial obligations, including the non-Federal matching contribution required to match any approved Federal or State grant unless and to the extent that RPC's participation in the program may be canceled or terminated early;

(b) Second, each Constituent then in good standing shall be entitled to a share of the remaining proceeds equal to the Constituent's total historical contributions to RPC divided by the total historical contributions to RPC of all Constituents then in good standing.

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the RPC.

WEST FLORIDA REGIONAL PLANNING COUNCIL

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_, Chairman

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

(SEAL)

Potential Pace Farmers Market fact sheet:

Why?

- Local small produce farms have been selling their products in downtown Pensacola for the last several years. They have had much success with that market, but wish to have the opportunity to sell their product right here in Santa Rosa County.

Who is involved?

- A group of farmers in Santa Rosa County have formed The Santa Rosa Farmers Market Association, Inc. (SRFMA) with intent of starting a farmers market in the Pace Community.
- Santa Rosa County Extension Agent, Blake Thaxton, has been involved in an educational capacity.
- Commissioner Williamson was approached by the group to identify potential locations.

Where?

- The location identified is PARA football complex off of Woodbine Road in Pace.

The Goal.

- The Santa Rosa Farmers Market Association, Inc. has been formed to provide healthy, fresh foods, and horticultural products to the people of Santa Rosa County and surrounding areas, and to encourage commerce, entertainment, and trade in Santa Rosa County.

Where the SRFMA wish to go from here.

- The SRFMA wish to begin a market called "The Santa Rosa Farmers Market". The date they wish to have the grand opening is May 16<sup>th</sup>.

Proposed Market details:

- Yearlong market with times as followed:
  - Every Saturday
  - April – October at 8:00am to 1:00pm
  - September – March at 9:00am to 1:00pm
  - When the PARA football complex is in use an alternate/temporary site will be identified.
- Products to be sold include: Fresh produce, plant items, animal products, flowers, baked goods, jellies, jams, and preserves may be sold.

# *Certificate of Status*

I certify from the records of this office that SANTA ROSA FARMERS MARKET ASSOCIATION, INC. is a corporation organized under the laws of the State of Florida, filed electronically on April 10, 2015, effective April 10, 2015.

The document number of this corporation is N15000003668.

I further certify that said corporation has paid all fees due this office through December 31, 2015, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

Authentication Code: 150414100510-800271649308#1

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this the  
Fourteenth day of April, 2015



*Ken Detzner*  
Ken Detzner  
Secretary of State



# Santa Rosa County Board of County Commissioners

**Sheila Fitzgerald, Special Projects/Grants Director**

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 983-1848 / Fax (850) 983-1944

## MEMORANDUM

TO: Hunter Walker, County Administrator

FROM: Sheila Fitzgerald

DATE: April 15, 2015

SUBJECT: Community Development Block Grant (CDBG)  
Citizen Advisory Task Force (CATF)

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Local government requirements under Title 24 (HUD) Part §570.486 (CDBG) include provisions to provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used.

Further, CDBG grant rules require the establishment of a CATF comprised of at least five residents of the jurisdiction, none of which shall be elected officials and no more than one employee of the local government. At least 51% of CATF members must be from Low to moderate income (LMI) households. The purpose of the CATF shall be to provide input on all phases of the project process.

In addition, Santa Rosa County Resolution 90-26 provided for the adoption of the Santa Rosa County *Citizens Participation Plan* setting out the process for citizen participation in the process of planning, development, implementation and assessment of CDBG grants.

To meet the local government requirements for HUD funding, CDBG rules and to comply with Resolution 90-26, a Citizen Advisory Task Force for housing activities should be approved by the BOCC. According to the County's *Citizens Participation Plan*, the CATF must be comprised of five (5) members appointed for a two-year term with substantial representation of low-and-moderate income persons and minorities.

The CATF membership was last approved in 2013. Attached is a new recommendation for the CATF membership in order to meet recently revised guidelines from the Florida Department of Economic Opportunity. Please add this to next week's agenda for board discussion.

Please let me know if you have any additional questions or concerns regarding this request.

## **Citizen Advisory Task Force (CATF)**

**April 2015**

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# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices  
6495 Caroline Street, Suite M  
Milton, Florida 32570-4592



JAYER WILLIAMSON, District 1  
ROBERT A. "BOB" COLE, District 2  
W. D. "DON" SALTER, District 3  
ROB WILLIAMSON, District 4  
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator  
ROY V. ANDREWS, County Attorney  
JAYNE N. BELL, OMB Director

## M E M O R A N D U M

**TO:** Board of Commissioners

**FROM:** Hunter Walker, County Administrator

**DATE:** April 15, 2015

**SUBJECT:** County Administrator Retirement

As mentioned at April 9, 2015 Committee-of-the-Whole meeting my desire is to retire as County Administrator effective December 31, 2015. As noted, I will be 65 years old and will have completed my twentieth (20th) year of service as County Administrator. Also as noted, the end of the calendar year is a reasonably quiet time for transition/changeover.

I would expect that the recruitment of the next county administrator will take approximately four to five months, possibly longer depending on availability and potential length of notice to current employer of the successful candidate.

Attached is power point presentation outlining options available to Board for a nationwide search/recruitment for this position and anticipated timeline from beginning to candidate transition into position.

Also attached is excerpt from Code of Ordinances from Ordinance 89-13 establishing the office of the county administrator pursuant to applicable Florida statute.

# County Administrator Position

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- Established by Ordinance 89-13, pursuant to F.S. 125.70
- Santa Rosa County position is an International City/County Managers Association (ICMA) recognized council-manager form of government, one of the most effective form of local government in the U.S. ICMA describes this model as combining the strong political leadership of elected officials who set policy with the strong managerial experience of an appointed manager or administrator who has very broad authority to run the organization.
- Position purpose, scope, qualifications, duties, etc. outlined in Article III of the county code.
- Duties include assuring the commissioner's directives are conducted, drafting a recommended county annual operating budget, preparing policy recommendations approval, preparing meeting agendas, assisting the commission in establishing long and short term goals and objectives, and coordinating efforts with other state, federal, county, municipal and non-profit agencies.

# Qualifications as Defined by Code

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- Graduation from an accredited college/university with a Masters Degree in Public Administration or related field
- Seven years of responsible experience in a local government administration at the level of department head or assistant county administrator or any equivalent combination of training and experience

# National Search/Recruitment Options

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## **Professional Recruiter**

- \$15,000 - \$20,000 estimated fee for a public sector specialist
- Has developed database of qualified contacts/relationships with local government professionals, including those who may or may not be actively seeking other employment
- Provides an additional screening process
- Adds two months to the recruitment process to complete RFP process for recruiter services

## **Human Resources Department & Florida Association of Counties Partnership**

- Similar to latest Walton County hiring process
- Provides additional screening process without adding cost
- Peer Review and assistance in screening/narrowing candidate list



# Proposed Timeline

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- **July 8 & 11** – During regularly scheduled public meetings, the board reviews and approves job advertisement. Placement includes state and national trade organizations/publications such as FAC, NACo, ICMA, and NLC
- **Aug. 1 - 31** – Advertise position
- **Sept. 1 - 18** – Applicants are short-listed to eight to 10 applicants (by who would depend on the search option selected)
- **Sept. 21 & 24** – During regularly scheduled public meetings, the board reviews short list and selects five to six applications for interviews
- **Dates TBD, but with a Nov. 12 target deadline** – Board interviews with applicants. Similar to the county attorney hiring process, applicants will meet one-on-one with each board member and then the board as a whole will interview, rank and make a selection in an advertised, public meeting

Start date dependent on time needed for candidate to give notice/possible relocation. Transition with current administrator as appropriate.

Soundside Drive to Marina Drive; thence southerly along Marina Drive to Santa Rosa Sound. The population of this district is approximately 16,348.  
(Ord. No. 91-30, § 1, 12-12-91)

**State law reference**—County commissioner districts, F.S. ch. 124.

**Secs. 2-27–2-45. Reserved.**

### **ARTICLE III. COUNTY ADMINISTRATOR\***

#### **Sec. 2-46. Purpose.**

This article is enacted pursuant to F.S. § 125.70 et seq. for the purpose of creating the office of County Administrator for Santa Rosa County, Florida; and providing for the appointment, qualifications, compensation, powers and duties of that office.

(Ord. No. 89-13, § 1, 5-11-89)

#### **Sec. 2-47. Office created, scope.**

The office of county administrator is hereby created. The county administrator shall be the administrative head of the county and shall be responsible for the administration of all departments of the county government which the board of county commissioners has authority to control pursuant to the general state laws and other applicable legislation.

(Ord. No. 89-13, § 2(a), 5-11-89)

#### **Sec. 2-48. Qualifications.**

The county administrator shall be qualified by administrative and executive experience and ability to serve as a chief administrator of the county and shall meet the following requirements:

- (1) Graduation from an accredited college or university with a masters degree in public administration or related field; and
- (2) Seven years of responsible experience in local government administration at the level of department head or assistant county administrator or any equivalent combination of training and experience.

(Ord. No. 89-13, § 2(b), 5-11-89)

#### **Sec. 2-49. Appointment, removal.**

The county administrator shall be appointed by an affirmative vote of not less than three members of the board of county commissioners and may be removed at any time by an affir-

**\*State law reference**—County Administration Law of 1974, F.S. ch. 125, pt. III.

mative vote, upon notice, of not less than three members of the board after a hearing, if such is requested by the county administrator.

(Ord. No. 89-13, § 2(b), 5-11-89)

**State law reference**—Appointment, etc., of county administrator, F.S. § 125.73.

**Sec. 2-50. Residency.**

The county administrator need not be a resident of the county at the time of his appointment, but during his tenure in office, he shall reside within the county.

(Ord. No. 89-13, § 2(b), 5-11-89)

**Sec. 2-51. Appointment of commissioner restricted.**

No county commissioner shall be employed as county administrator during the term to which he has been elected or within one year of expiration of his term as a commissioner.

(Ord. No. 89-13, § 2(b), 5-11-89)

**Sec. 2-52. Powers and duties.**

The county administrator shall be responsible for the administration of all departments responsible to the board of county commissioners and for the proper administration of all affairs as directed by the board. To that end, the administrator may, by way of enumeration and not by way of limitation, have the following specific powers and duties to:

- (1) Administer and carry out the directives and policies of the board of county commissioners and to enforce all orders, resolutions, ordinances and regulations of the board to ensure that they are faithfully executed. The county administrator shall not take action based on the directive of any individual commissioner.
- (2) Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year and any recommendations as to actions or programs he deems necessary for the improvement of the county and the welfare of its residents.
- (3) Provide the board, or individual members thereof, upon request, with data or information concerning county government and to provide advice and recommendations on county government operations to the board.
- (4) Prepare and submit to the board for its consideration and adoption an annual operating budget, a capital budget and a capital program by July 15.
- (5) Establish the schedules and procedures to be followed by all county departments, offices and agencies in connection with the budget, and supervise and administer all phases of the budgetary process.
- (6) Prepare and submit to the board, after the end of each fiscal year, a complete report on the finances and administrative activities of the county for the preceding year and submit his recommendations.

- (7) Supervise the care and custody of all county property.
- (8) Organize the work of county departments subject to an administrative plan developed by the administrator and adopted by the board and review the departments, administration and operation of the county and make recommendations pertaining thereto for reorganization by the board.
- (9) Select, employ and supervise all county personnel, and fill all vacancies, positions or employment under the jurisdiction of the board; provided, however, the employment of all department heads shall require confirmation by the board.
- (10) Suspend, discharge or remove any employee under the jurisdiction of the administrator, pursuant to procedures adopted by the civil service board, where applicable.
- (11) See that all terms and conditions in all leases, contracts and agreements are performed and notify the board of any noted violation thereof.
- (12) Order, upon advising the board, any agency under his jurisdiction to undertake any task for any other agency on a temporary basis if he deems it necessary for the proper and efficient administration of the county government to do so.
- (13) Negotiate leases, contracts and other agreements, including consultant services, for the county subject to approval of the board, and make recommendations concerning the nature and location of county improvements.
- (14) Attend all meetings of the board and participate in the discussion of any matter.
- (15) Annually present to the board a report on the administration of the county, which shall include an organizational chart.
- (16) Perform such other duties as may be required of him by the board.

(Ord. No. 89-13, § 3, 5-11-89)

**State law reference**—Powers and duties of county administrator, F.S. § 125.74.

**Sec. 2-53. Compensation.**

The compensation of the county administrator shall be fixed by the board of county commissioners unless otherwise provided by law.

(Ord. No. 89-13, § 2(c), 5-11-89)

**Sec. 2-54. Vacancy in office.**

The office of the county administrator shall be deemed vacant if the incumbent moves his residence from the county or is by death, illness or other casualty unable to continue in office. A vacancy in the office shall be filled in the same manner as the original appointment. The board of county commissioners may appoint an acting administrator in the case of vacancy or temporary absence or disability until a successor has been appointed and qualified or the administrator returns. If the board fails to make such an appointment or if there is a vacancy in the office of county administrator, the board of county commissioners shall perform the

duties of the county administrator during his temporary absence, disability or during such vacancy in the office.

(Ord. No. 89-13, § 2(d), 5-11-89)

**Secs. 2-55—2-75. Reserved.**

## ARTICLE IV. BOARDS, COMMISSIONS, AUTHORITIES, ETC.\*

### DIVISION 1. GENERALLY

#### **Sec. 2-76. Appeals to the board of county commissioners.**

Any final binding decision rendered by any board appointed by the board of county commissioners, may be appealed to the board of county commissioners by the affected party. This section shall not apply to any matter that is not appealable to the board of county commissioners according to Florida law.

Said appeal must be filed in writing within 15 days of the date of said decision.

If appeal from an appointed board is provided by another ordinance, this section shall not apply to such appointed board.

(Ord. No. 2002-04, §§ 1—3, 2-14-02)

**Editor's note**—Ord. No. 2002-04, §§ 1—3, adopted Feb. 14, 2002, did not specifically amend the Code; hence, inclusion as § 2-76 was at the editor's discretion.

**Secs. 2-77—2-85. Reserved.**

### DIVISION 2. NAVARRE BEACH ADMINISTRATIVE BOARD

#### **Sec. 2-86. Created.**

There is hereby created a new board named "Navarre Beach Administrative Board," referred to in this division as the "administrative board."

(Ord. No. 83-03, § 2, 1-27-83)

#### **Sec. 2-87. Composition, appointment.**

The administrative board shall consist of five members whose terms shall run concurrently with the term of the county commissioners nominating them for appointment. Each member of the board of county commissioners shall nominate one member to serve on the administrative board, and such nomination shall be approved by the board of county commissioners.

(Ord. No. 83-03, § 3, 1-27-83)

**\*Cross references**—Electrical board, § 5-116; gas board, § 5-211; mechanical board, § 5-326; plumbing board, § 5-401; health facilities authority, § 12-26 et seq.; planning board, § 16-26 et seq.; utility board, § 22-51 et seq.; utility board advisory board, § 22-54; board of adjustment, app. C, § 2.03.01.

April 15, 2015

Hunter Walker  
Santa Rosa County Administrator



RE: 2015 Relay for Life Annual Event  
Noise Ordinance Wavier

Dear Mr. Walker:

The annual Milton/Pace Relay for Life event is on Friday, April 24, from 6:30 pm to 6:00 a.m. Saturday, April 25<sup>th</sup>. We are requesting a **Noise Ordinance Wavier** for this time frame.

Thanks you in advance for your assistance in this matter.

Sincerely,

Paula Lou Mapoles and Aleta Hoodless Millham  
Committee Members

### **About the American Cancer Society**

The American Cancer Society is a global grassroots force of nearly three million volunteers saving lives and fighting for every birthday threatened by every cancer in every community. As the largest voluntary health organization, the Society's efforts have contributed to a 22 percent decline in cancer death rates in the US during the past two decades, and a 50 percent drop in smoking rates. Thanks in part to our progress nearly 14.5 million Americans who have had cancer and countless more who have avoided it will celebrate more birthdays this year. We're determined to finish the fight against cancer. As the nation's largest private, not-for-profit investor in cancer research, we're finding cures and ensuring people facing cancer have the help they need and continuing the fight for access to quality health care, lifesaving screenings, clean air, and more. For more information, to get help, or to join the fight, visit [cancer.org](http://cancer.org) or call us anytime, day or night, at 1-800-227-2345.



# City of Gulf Breeze

Office of City Manager

## MEMORANDUM

To : Mayor and City Council

From : *[Signature]* Edwin A. Eddy, City Manager

Date : April 8, 2015

Subject: Endorsement of Maintenance of Traffic Working Group Report

Attached please find a copy of the report produced by the MOT Working Group. This report was presented to the Florida Department of Transportation Planning Organization on April 8<sup>th</sup>. The members of the MOT Working Group are Mayor Matt Dannheisser, Pensacola City Councilman Brian Spencer, Escambia County Commissioner Grover Robinson and Santa Rosa County Commissioner Lane Lynchard.

In order to have the report fully presented to the TPO as an action item at its June meeting, it may be helpful to have the Gulf Breeze City Council approve and endorse the report.

### RECOMMENDATION:

**THAT THE CITY COUNCIL ENDORSE THE REPORT OF THE MAINTENANCE OF TRAFFIC WORKING GROUP RELATIVE TO AN MOT PLAN FOR THE PENSACOLA BAY BRIDGE REPLACEMENT PROJECT.**

(850) 934-5100 • FAX (850) 934-5114

POST OFFICE BOX 640 • 1070 SHORELINE DRIVE • GULF BREEZE, FLORIDA 32562



# Santa Rosa County Board of County Commissioners

**Sheila Fitzgerald, Special Projects/Grants Director**

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 983-1848 / Fax (850) 983-1944

## MEMORANDUM

TO: Hunter Walker, County Administrator

FROM: Sheila Fitzgerald

DATE: April 15, 2015

SUBJECT: Request by TPL to fund appraisal costs associated with Proposed Trail Easement through Wolfe Creek Forest (Wolfe Creek Phase I Conservation Easement)

---

Wolfe Creek Forest is approximately 10,075 acres in central Santa Rosa County, between Blackwater River State Forest to the east, and Whiting Field Naval Air Station to the southwest. The property is currently owned by Conservation Forestry of Florida, LLC and is managed by American Forest Management.

The Trust for Public Land (TPL) has successfully negotiated and executed a purchase contract with the owner for the first acquisition phase in partnership with the Department of Defense (DoD) and the Florida Department of Environmental Protection (DEP). Phase I is made up of two separate transactions, one that is fee simple (520 acres) and one that is a conservation easement (1,600 acres). This tract represents the first acquisition phase involving collaborative efforts of federal and state agencies, nonprofits and the Gulf Coast Plain Ecosystem Partnership. The Wolfe Creek Phase I Conservation Easement is identified on the attached map in Pink.

This transaction is just the first of several phases that will protect natural resources, complement ongoing base buffering efforts and secure public recreation access and expand an existing network of conservation lands that spans more than 800,000 acres including a national forest, state forest, state park and two military bases. Specifically, the Florida Office of Greenways and Trails has identified a priority trail corridor gap between the existing Blackwater Heritage Trail and Blackwater River State Forest. This gap can be closed by securing trail easements through the Wolfe Creek properties. Further, connection of the Blackwater Heritage Trail to the Blackwater River State Forest was recently ranked as the top priority for the northend committee of the Santa Rosa County Tourist Development Council.

In order to provide additional recreational opportunities associated with the extension of existing trails, TPL has furthered the County's interest in such trail by including terms within their purchase contract offering the opportunity for a public trail within the swath identified on the attached map. The gap and trail locations identified on the attached map are for illustration purposes and the final location of future trail enhancements will be determined based on the availability of public lands and site control agreements to be secured in the future.

The FDEP is expected to move forward in the near future with the transaction and TPL is now moving forward with appraisal work for the first acquisition phase. The TPL has recently received the following quotes to complete a USPAP compliant appraisal to evaluate the value of the proposed publicly-accessible trail easement through the phase 1 portion of the property.

- #1: \$6,700 in 30 days by Randall Chandler
- #2: \$5,000 by Mike Rogers (timeline not specified)
- #3: \$5,900 in 60 days by Zac Ryan.

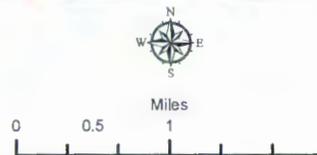
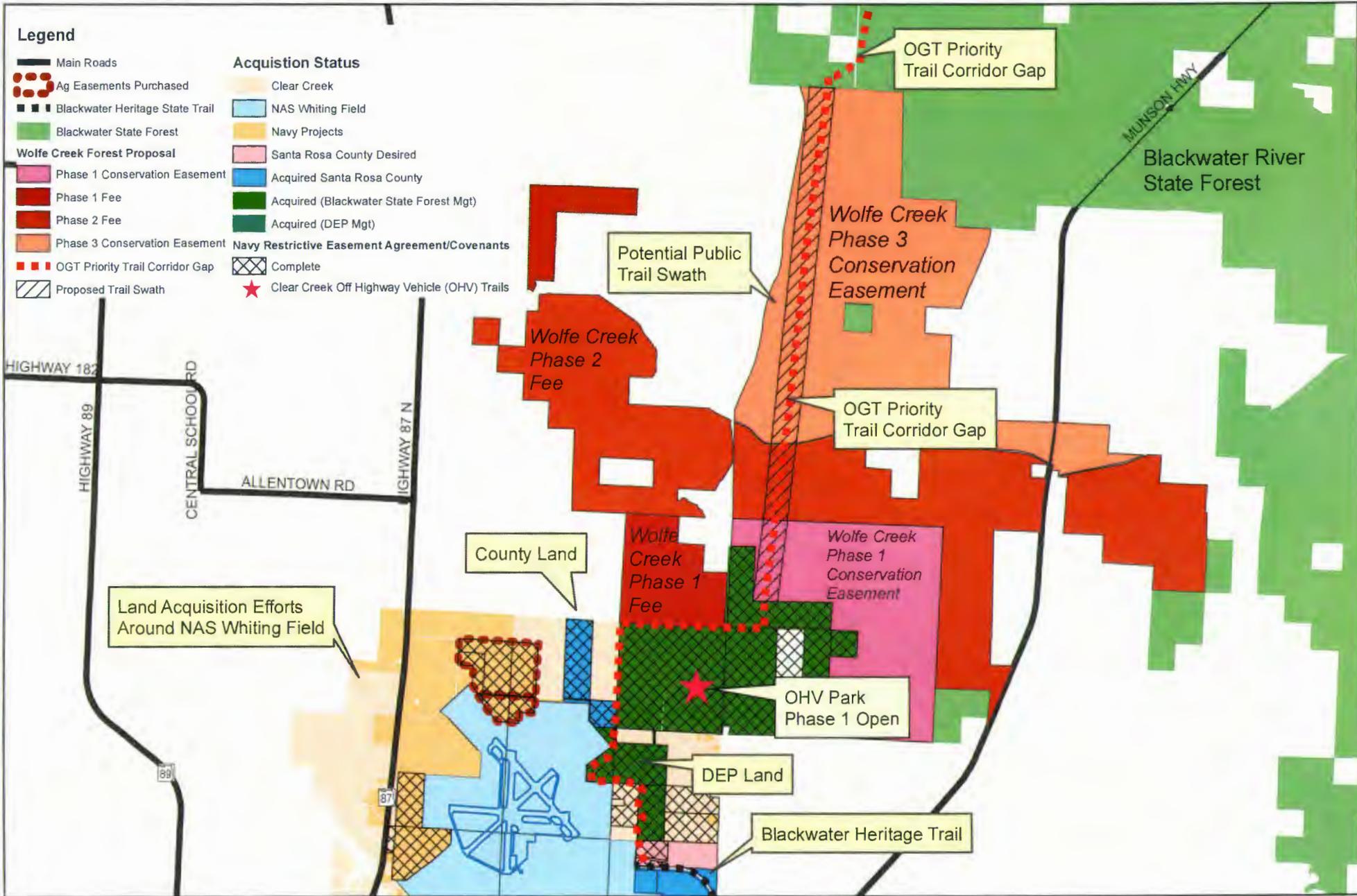
This trail easement appraisal is in addition to the appraisals that The Trust for Public Land, Department of Defense and Florida Department of Environmental Protection will need to obtain for appraising Phase I acquisition parcels of approximately 2,120 acres (both fee simple portion and conservation easement).

TPL is requesting this cost be covered by Santa Rosa County as TPL will be incurring substantially larger expenses for the other appraisals. In addition to this request, TPL also recommends that the Board of County Commissioners develop a letter of support to inform the Florida Division of State Lands and the Navy of its interest in extending the trail and to request that any and all land transactions associated with the Wolfe Creek Forest property include provisions to allow for trail easements through the entire property. Securing trail easements as these phases occur will lay the foundation for successfully securing financial support for construction of trails in the future.

Could you please add this to next week's agenda for BOCC discussion?

# Wolfe Creek Funding Request - February 2015

## With Select Ownership and Restrictive Easements Identified



## Current Website

- SantaRosa.fl.gov receives over 67,000 hits per month; it's our primary contact with most citizens
- We have outgrown our current design and structure, which can hinder ease of navigation for those not familiar with the site
- Lack of consistency on current site leads to confusion – no true brand or message
- The county's website is often stop #2 after the EDO site. It needs to foster confidence at a higher level
- Site is not mobile responsive



## Changes in Web Usage/Search

In the fall of 2014, *mobile Internet usage exceeded desktop internet usage* for the first time; more people are using smartphones and tablets instead of their PC to access information on the internet.

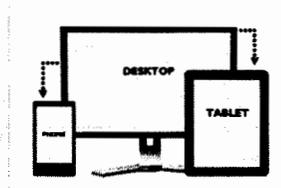
*This trend is only expected to grow.*

Google's search algorithms are changing on **April 21** to favor mobile friendly sites.

- Google states the change will have "significant impact" on search results.
- Some experts predict non-optimized pages will drop from mobile rankings and maybe even desktop rankings

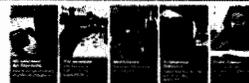
## Non-Responsive Vs. Responsive Design

Design that responds to the needs of the user's device screen size for optimal viewing and navigation by adjusting number of columns, resizing images and even eliminating non-vital information.



Not the same as a mobile design which actually creates an entirely new website.

## Non-Responsive Vs. Responsive



## New Site Focus

1. Responsive design
2. Uniformity and simplicity across entire site, aiming at getting people in and out as quickly as possible
3. Large, prominent search bars, relying more on search functions with **simplified menus/submenus**
4. Strategic content placement driven by data. Not everything needs to be on the main page or even on our site.
5. Improved navigation by grouping content by themes according to user interest and vocabulary, not organizational structure or industry jargon
6. Using icons, not images, to make it easier for users to find information
7. Content vs. PDF's

## Site Development

We looked at three ways to move forward with the project:

1. Outsource the full development, estimated costs with CMS \$75,000 - \$125,000
2. Complete entire site in-house
3. Combination contract/in-house. Outsource templates and build pages and CMS in-house, estimated at \$8,000 to \$10,000

Staff recommended option 3 to county administrator, using Duncan McCall Marketing & Design at a cost of \$9,600 for set deliverables:

Menu/submenu development, style guidelines, main page design/build out, development services build out

With an option of an hourly rate for any assistance needed as staff develops other areas of the site.

## The Plan – Total Site Rebuild

Library and Emergency Management sites were rebuilt in 2014, both are responsive.

1. SantaRosaEDO.com redesign estimated completion mid -July
2. PIO and computer staff will partner with departments to roll out the new design and content for SantaRosa.fl.gov in phases.
3. This is a HUGE project, estimated to take 9-12 months to complete full transition (barring major activation)
4. The site will be tweaked monthly initially and then on quarterly based on analytic (usage/searches) data
5. Shelf life of a new site is hard to predict as it is often driven by new technology. Five years is a conservative estimate

**No support documentation for this agenda item.**

**No support documentation for this agenda item.**



# SANTA ROSA COUNTY ENGINEERING

SANTA ROSA COUNTY, FLORIDA

6051 OLD BAGDAD HWY., STE. 300

MILTON, FLORIDA 32583

[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

Preliminary  
Engineers Report  
April 20, 2015

Roger A. Blaylock, P.E.  
Santa Rosa County Engineer

This is a Preliminary check list:

The items listed below may be on the agenda for meeting of Board of County Commissioners of Santa Rosa County, Florida, for April 23, 2015 at 9:00 a.m. in Milton, Florida.

1. Discussion of upcoming Local Agency Program (LAP) funded sidewalk projects. (Attachment A)
2. Discussion of Paved Road and Drainage Maintenance for The Preserve, a 299 lot subdivision of a portion of Section 7, Township 1 North, Range 27 West, Santa Rosa County, Florida. (District 2) (Attachment B)

Location:            ½ mile, more or less, West on U.S. 90 from Highway 87 South, South on Persimmon Hollow Road, property on the West side.

Red Oak Drive	6920 LF±
Red Maple Drive	2516 LF±
Green Ash Drive	660 LF±
Silver Maple Drive	3504 LF±
Majestic Cypress Drive	3490 LF±
White Ash Court	605 LF±
Twin Cedar Drive	1099 LF±



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**SANTA ROSA COUNTY, FLORIDA**  
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MILTON, FLORIDA 32583  
www.santarosa.fl.gov

TO: Roger Blaylock, P.E.

FROM: Chris Phillips, P.E. *CP*

DATE: April 15, 2015

RE: Upcoming LAP Funded Sidewalk Projects

---

There are two sidewalk projects that will be funded in FY2016 that will require supplemental funding from SRC based on the engineering estimates submitted during the application process. FDOT will not fund right of way purchases nor the consultant required to navigate the Federal R/W purchase process for these projects.

Below is a breakdown of the estimated amounts that were requested versus what FDOT is willing to fund. Please note that the King Middle School Sidewalks was requested on behalf of the City of Milton with portions of the project in the City Limits as well as the unincorporated area.

**PROJECT #1**

**King Middle School Sidewalks (request by the City of Milton)**

FDOT Funded Amounts

Design: \$26,722 (FY2016)

Construction: \$222,679 (FY2018)

CEI: \$28,948 (FY2018)

R/W: \$0

SRC Requested Amounts based on field estimates:

Design: \$31,430

Construction: \$241,638

CEI: \$36,245

R/W: \$45,650

**KING MIDDLE SCHOOL SIDEWALKS FUNDING SHORTFALL:**

Design: - \$4,708

Construction: -\$18,959

CEI: - \$7,297

R/W: -\$45,650

***TOTAL ESTIMATED SHORTFALL OF: \$76,614***

**PROJECT #2**

**HAMILTON BRIDGE ROAD & GLOVER LANE SIDEWALKS**

FDOT Funded Amounts

Design: \$33,612 (FY2016)

Construction: \$224,078 (FY2018)

CEI: \$33,853 (FY2018)

R/W: \$0

SRC Requested Amounts based on field estimates:

Design: \$32,000

Construction: \$393,678

CEI: \$60,000

R/W: \$18,000

**HAMILTON BRIDGE ROAD & GLOVER LANE SIDEWALKS FUNDING**

**SHORTFALL:**

Design: +\$1,612

Construction: -\$169,600

CEI: -\$26,147

R/W: -\$18,000

***TOTAL ESTIMATED SHORTFALL OF: \$212,135***

# KING MIDDLE SCHOOL SIDEWALKS



# KING MIDDLE SCHOOL SIDEWALKS

## • FDOT FUNDING:

- Design: \$26,722
- Construction: \$222,679
- CEI: \$28,948
- R/W: \$0

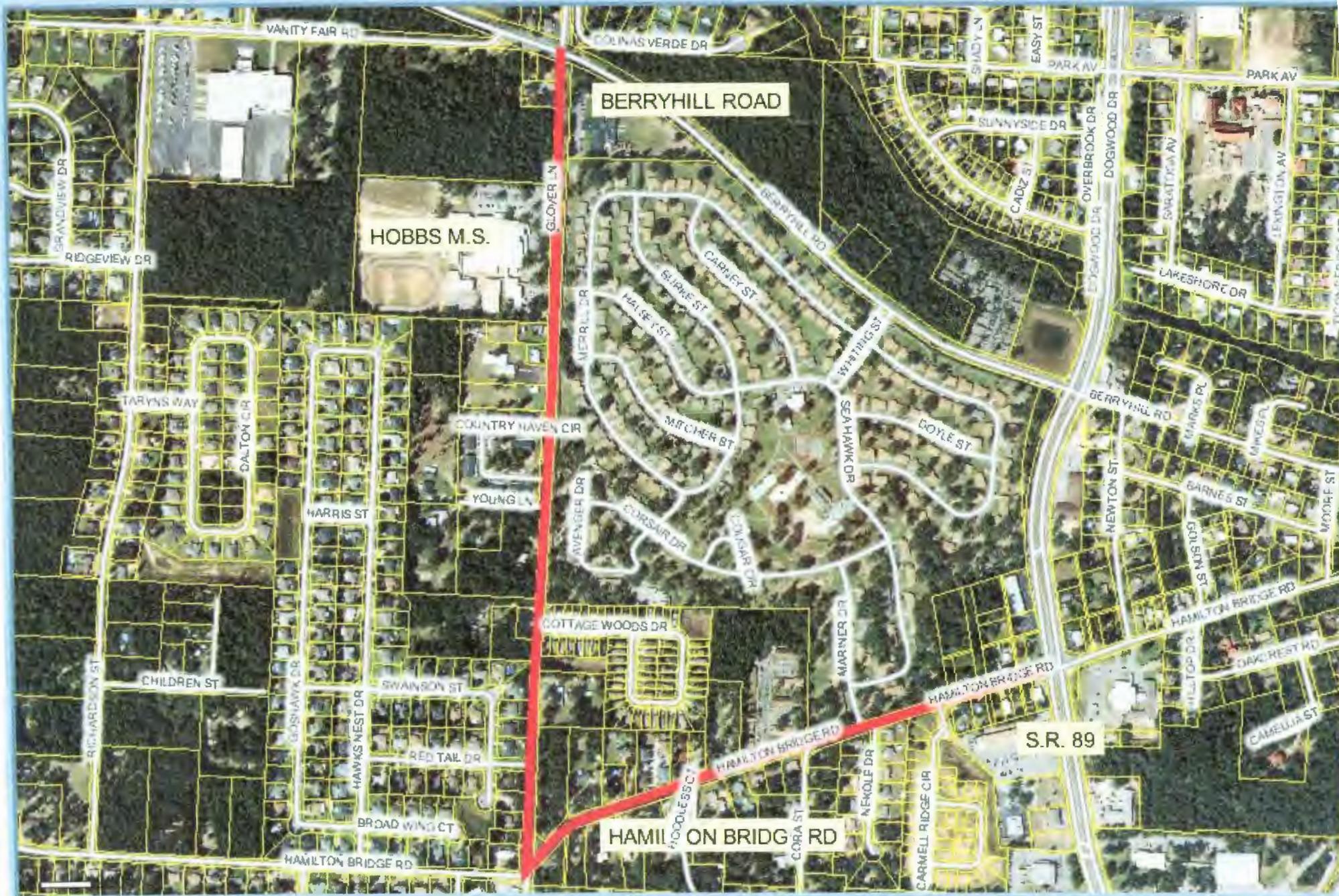
## • FUNDING SHORTFALL:

- Design: **-\$4,708**
- Construction: **-\$18,959**
- CEI: **-\$7,297**
- R/W: **-\$45,650**
- **TOTAL EST. SHORTFALL: \$76,614**

## • SRC REQUEST

- Design: \$31,430
- Construction: \$241,638
- CEI: \$36,245
- R/W: \$45,650

# HAMILTON BRIDGE RD / GLOVER SIDEWALKS



# HAMILTON BRIDGE / GLOVER SIDEWALKS

## • FDOT FUNDING:

- Design: \$33,612
- Construction: \$224,078
- CEI: \$33,853
- R/W: \$0

## • SRC REQUEST

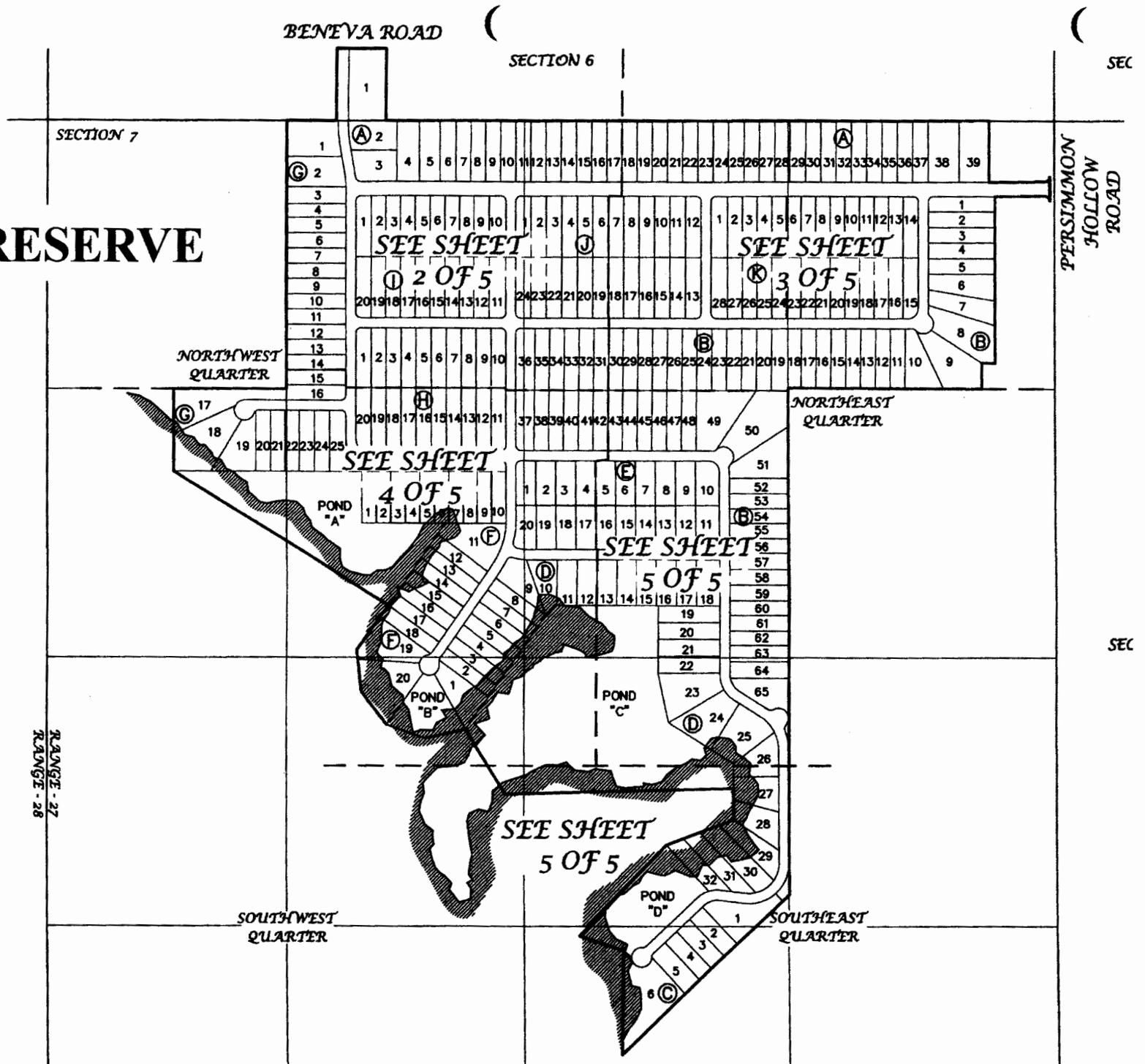
- Design: \$32,000
- Construction: \$393,678
- CEI: \$60,000
- R/W: \$18,000

## • FUNDING SHORTFALL:

- Design: +\$1,612
- Construction: -\$169,600
- CEI: -\$26,147
- R/W: -\$18,000
- TOTAL EST. SHORTFALL: \$212,135



# THE PRESERVE





## Public Services Committee

**Chaired by:**

J. Williamson and Lynchard

**Meeting:**

April 20, 2015, 9:00 A.M.

---

### AGENDA

#### Development Services

1. Discussion of staff recommended Land Development Code (LDC) amendment related to façade requirements of commercial buildings.
2. Recommend the Board authorize staff to submit a Recreational Trails Program (RTP) grant application to the Florida Department of Environmental Protection (FDEP) to construct a new 12 foot asphalt multi-use trail (non-motorized) on donated lands that would connect Soundside Drive to Madura Road in the Tiger Point Neighborhood.
3. Recommend approval of the mortgage subordination agreement for the property located at 4709 Frontier Road, Milton. Agreement is consistent with Board policy.
4. Recommend the Board approve an inter-local agreement between Santa Rosa County and Santa Rosa County Health Department.
5. Recommend the Board accept a modification to the State Homeland Security Grant Program (SHSGP) Agreement No. 14DS-L5-01-67-09-482 and authorize the Chairman to sign all related documents.



## Department of Public Services

Santa Rosa County, Florida  
6051 Old Bagdad Highway, Suite 202  
Milton, Florida 32583  
[www.santarosa.fl.gov](http://www.santarosa.fl.gov)  
Office: (850) 981-7040 Fax: (850) 623-1208



**Tony Gomillion, Director**

### MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Beckie Cato, Planning Director  
**DATE:** April 13, 2015  
**RE:** Request to Process Land Development Code Amendment Related to Commercial Building Façade

### RECOMMENDATION:

That the Board authorize staff to process an amendment to the Land Development Code (LDC) related to façade of commercial buildings.

### BACKGROUND:

Section 4.04.03.B of the LDC includes the following related to allowable facades for commercial buildings: "In the HCD zoning district, the facade shall be constructed of brick, stone, stucco, wood or vinyl on any side of a structure that is parallel to or is less than a 90 degree angle to any concurrency management road segment as listed in Section 5.07.01. The requirement for a non-metal façade does not apply to development within the Rural Protection Zone as identified in the 2007 Rural Development Plan."

The intent of the language is to limit the use of standing seam metal facades, or "metal buildings." This is an aesthetic requirement intended to improve the visual quality of development; however, as written, the language does not take into consideration industry changes that have produced a variety of metal facades of higher visual quality than what was readily available when the LDC was originally adopted.

Staff recommends modifying this requirement to allow the use of metal facades on commercial buildings while still disallowing the use of typical standing seam metal on the front of those buildings. This change would keep the intent of the current code intact while accommodating new products.

### NEXT STEPS:

If approved by the Board, staff will draft an amendment and schedule for public hearing with the Zoning Board, followed by public hearing with the BOCC.

**Animal Services**  
Dale Hamilton  
Director

4451 Pine Forest Road  
Milton, FL 32583  
(850) 983-4680

**Building Inspections &  
Code Compliance**  
Rhonda C. Royals  
Building Official

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**Emergency Management**  
Brad Baker  
Director

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**Community Planning,  
Zoning & Development**  
Rebecca Cato  
Director

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**Veterans Services**  
Karen Haworth  
Director

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**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Kristen A. Shell AICP, Senior Urban Planner  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** Recreational Trails Program Grant Application for the Godwin Connector  
**DATE:** April 23, 2015

## RECOMMENDATION

That the Board authorize staff to submit the a Recreational Trails Program (RTP) grant application to the Florida Department of Environmental Protection (FDEP) to construct a new 12 foot asphalt multi-use trail (non-motorized) on donated lands that would connect Soundside Drive to Madura Road in the Tiger Point Neighborhood.

## BACKGROUND

The purpose of these grants is to assist counties and municipalities in the construction of new recreational trails; maintenance and restoration or renovation of existing recreational trails; or development and rehabilitation of trailside and trailhead facilities and recreational trail linkages. The current RTP grant application cycle is from April 15 through April 30, 2015.

Anticipated trail improvements would include construction of an approximately 1,100 ft. long, 12 ft. wide asphalt trail through private property owned by Mr. Godwin that would facilitate walking and cycling and other non-motorized activities. Mr. Godwin has placed the property in a conservation foundation and it is open to the public. He has agreed to grant the county an easement or out-right ownership of the lands for construction of the trail.

This project is consistent with the South Santa Rosa Bicycle and Pedestrian Master Plan and would connect two major bicycle routes, neighborhoods, and serve as a viable route to the County's Tiger Point recreational facility for neighborhoods and residents connecting from Soundside Drive.

**Animal Services**  
Dale Hamilton  
Director

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Rhonda C. Royals  
Building Official

**Emergency Management**  
Brad Baker  
Director

**Community Planning, Zoning & Development**  
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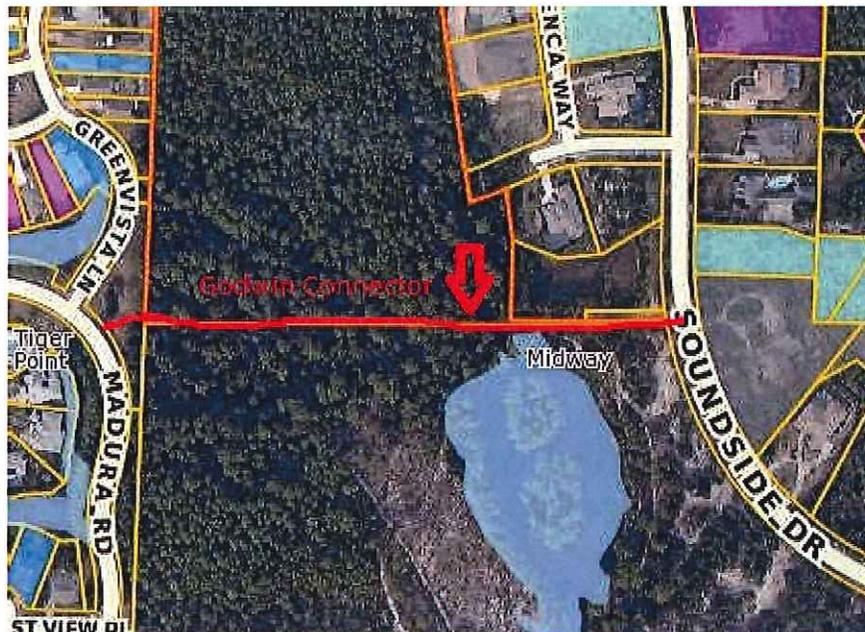
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This grant requires a match, though this can be in the form of in-kind service costs to be added to RTP funds by the grantee for the project cost. The more match provided, the more points awarded. It is anticipated that the County's in kind services match will exceed 50%, placing the County in the highest scoring bracket. Total project costs are estimated by County Engineering to be approximately \$120,500.00. It is anticipated that County Public Works staff will accomplish most of the site preparation and sub grade work including the installation of signage, benches and street intersects. The estimate includes a dedication monument in appreciation of the donation made by Mr. Godwin and potential wetlands permitting costs.

Figure 1: Proposed Trail Alignment



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**Tony Gomillion, Director**

**MEMORANDUM**

**TO:** Board of County Commissioners  
**FROM:** Erin Malbeck, Housing Program Coordinator  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** Hurricane Housing Recovery Program (HHRP)  
Second Mortgage Subordination Request  
4709 Frontier Road, Pace, FL 32571  
10-1N-29-1362-00000-0100  
**DATE:** April 10, 2015

**RECOMMENDATION:**

Board approval of the request submitted on behalf of homeowner to execute a subordination agreement to be recorded in connection with a refinance of the first mortgage in the approximate amount of \$68,000.00

**BACKGROUND:**

HHRP Second Mortgage: \$50,000.00  
Recorded: 2/8/2007  
Purpose: HHRP Purchase Assistance Program

Proposal is to reduce the annual interest rate on the first mortgage from 6.25% to 3.875%

Current monthly principal and interest: \$439.63  
Proposed monthly principal and interest: \$319.76

The refinance and subordination request meets established guidelines and will:

- Reduce the mortgage interest rate
- Reduce the monthly mortgage payment
- Not provide any cash out

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**Tony Gomillion, Director**

To: Santa Rosa County Board of County Commissioners  
From: Brad Baker, Director, Emergency Management  
Through: Tony Gomillion, Director, Public Services  
Re: Santa Rosa County Health Department - Agreement  
Date: April 23, 2015

## RECOMMENDATION

Request the Board approve an inter-local agreement between Santa Rosa County and Santa Rosa County Health Department. This provision will improve community disaster preparedness within Santa Rosa County.

## BACKGROUND

The Strategic National Stockpile is a national repository of medical supplies, etc. A Clinical Point of Dispensing (POD) is the vehicle by which these medical supplies are dispensed throughout a county in the event of a disaster. The purpose of this MOA is to set forth guidance for the designation of the EOC under the Santa Rosa County Board of County Commissioners as a non-publicized access POD. Santa Rosa County will provide prophylactic oral medication, vaccination treatment, and medical supplies to staff and designated response personnel.

## COMPLETION

The Santa Rosa County Attorney has reviewed the agreement and, upon approval of the agreement, original documents will be forwarded to the BOCC for signature.

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**Memorandum of Agreement  
Between  
Florida Department of Health in Santa Rosa County  
And  
Santa Rosa County Board of County Commissioners, Florida**

This memorandum of Agreement (MOA) will improve community disaster preparedness between the Santa Rosa County Board of County Commissioners and the Florida Department of Health in Santa Rosa County (FDOH-SRC).

1. Introduction and Background. The Strategic National Stockpile (SNS) is a national repository of medical supplies, antibiotics, chemical antidotes, antitoxins, life support medications, IV administration, airway maintenance supplies and medical surgical items for immediate deployment to a designated site within 24 hours of request approval. The SNS is designed to supply and re-supply the state with pharmaceuticals and/or medical supplies. A Clinical Point of Dispensing (POD) is the vehicle by which these supplies are dispensed throughout the county.
2. Purpose of this Memorandum. The purpose of this Memorandum of Agreement (MOA) is to set forth guidance for the designation of the Santa Rosa County Board of County Commissioners as a non-publicized access POD.
3. Terms and Conditions.
  - i. The Santa Rosa County Emergency Operations Center will:
    - a) Communicate requests for medical supplies to Health Department Incident Command at the FDOH-SRC.
    - b) Provide prophylactic oral medication, vaccination treatment, and medical supplies to the following populations:
      1. All Santa Rosa County BOCC personnel, personnel's family members, volunteers, volunteers' family members, contractors and contractors' family members.
      2. Utilize current management system to provide the prophylactic treatment.
      3. Upon completion of the event, provide the names, dosages, lot numbers, dates medication provided, and any adverse effects to the FDOH-SRC.
      4. Return any unused medical supplies to the logistics staging area per instructions from Health Department Incident Command at the FDOH-SRC.
    - c) The FDOH-SRC, as lead agency for ESF-8, will:

1. Assess and request SNS support based on:
  - i. CDC guidelines
  - ii. Number of cases or potential rate of infection
  - iii. Number of projected casualties
  - iv. Projected population needs in the area
  - v. Clinic capacity at the time of the event
  - vi. State resources identified; primary distributor, oxygen availability, nearby hospital, and in-state alternative care centers.
  - vii. Through Health Department Incident Command at the FDOH-SRC, coordinate delivery of SNS material to Santa Rosa County Emergency Operations Center (EOC) POD and notify Santa Rosa County's Director of Emergency Management when material will be delivered. Method, time, and security of delivery will be based on the contingency.
  
4. Effective Period. This agreement becomes effective upon the date of signature of the last person to sign and will remain in effect for a period of five years. It may be continued without change during that period, but must be reviewed annually by all parties.
  
5. Modification, Changes or Amendment. Any modification, changes, or amendments to this agreement must be in writing and are contingent upon approval by both parties. In addition, the modification, change, or amendment must be in writing and signed by both parties.
  
6. Termination. The agreement may be cancelled at any time by mutual consent of the parties concerned. The agreement may also be terminated by either party upon giving 60 days written notice to the other party. In case of mobilization or other emergency, the agreement may be terminated immediately upon written notice by any party and it will remain in force during mobilization or other emergency only within the parties' capabilities.
  
7. Concurrence. It is agreed that this written statement embodies agreement of the parties regarding this affiliation, and no other agreements exist between the parties except as expressed in this document. All parties to this agreement concur with the level of support and resource commitments that are documented herein.

Agreed to:

\_\_\_\_\_  
Sandra Park-O'Hara  
Administrator  
Florida Department of Health in Santa Rosa County

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

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

Approved as to form and legality.

\_\_\_\_\_  
Rodney M. Johnson, Chief Counsel  
Northwest Law Office  
Florida Department of Health

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

SANTA ROSA COUNTY

By: \_\_\_\_\_  
Name and title: Don Salter, Chairman  
Date: BCC APPROVED April 23, 2015  
FEID# 59-6000842

ATTEST: \_\_\_\_\_  
Donald C. Spencer, Clerk of Court



## Department of Public Services

Santa Rosa County, Florida  
6051 Old Bagdad Highway, Suite 202  
Milton, Florida 32583

[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

Office: (850) 981-7040 Fax: (850) 623-1208



**Tony Gomillion, Director**

To: Santa Rosa County Board of County Commissioners  
From: Brad Baker, Director, Emergency Management  
Through: Tony Gomillion, Director, Public Services  
Re: SHSGP Agreement - Modification #1  
Date: April 23, 2015

### RECOMMENDATION

Recommend that the Board of County Commissioners accept a modification to the State Homeland Security Grant Program (SHSGP) Agreement No. 14DS-L5-01-67-09-482 and authorize the Chairman to sign all related documents.

### BACKGROUND

The modification will include changes to the budget, the scope of work, and specific deliverables. A portion of funds initially allocated to an exercise were re-allocated to the purchase of protective personal equipment for use by first responders as precautionary measures in the case of local Ebola outbreaks.

### COMPLETION

This project will be managed by DEM. All related documents will be forwarded to the BOCC for signature.

**Animal Services**  
Dale Hamilton  
Director

4451 Pine Forest Road  
Milton, FL 32583  
(850) 983-4680

**Building Inspections &  
Code Compliance**  
Rhonda C. Royals  
Building Official

6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

**Emergency Management**  
Brad Baker  
Director

4499 Pine Forest Rd  
Milton, FL 32583  
(850) 983-5360

**Community Planning,  
Zoning & Development**  
Rebecca Cato  
Director

6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

**Veterans Services**  
Karen Haworth  
Director

6051 Old Bagdad Hwy, Ste 204  
Milton, FL 32583  
(850) 981-7155

**"One Team, One Goal, One Mission"**

**MODIFICATION #1 TO SUBGRANT AGREEMENT BETWEEN  
THE DIVISION OF EMERGENCY MANAGEMENT AND  
SANTA ROSA COUNTY**

This Modification is made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and Santa Rosa County ("Recipient"), to modify Contract Number **14-DS-L5-01-67-09-482**, which began on April 29, 2014 ("the Agreement").

WHEREAS, the Division and the Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to Recipient under the State Homeland Security Grant program of **\$14,200**;

WHEREAS, the Division and the Recipient desire to modify the Agreement;

WHEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Budget, Attachment A to the Agreement, is hereby modified as set forth in 1<sup>st</sup> Revised Attachment A to this Modification, which is attached hereto and incorporated herein by reference.
2. The Scope of Work, Attachment B to the Agreement, is hereby modified as set forth in 1<sup>st</sup> Revised Attachment B to this Modification, which is attached hereto and incorporated herein by reference.
3. The Deliverables, Attachment C to the Agreement, is hereby modified as set forth in 1<sup>st</sup> Revised Attachment C to this Modification, which is attached hereto and incorporated herein by reference.
4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

**RECIPIENT: SANTA ROSA COUNTY**

By: \_\_\_\_\_

Name and Title: \_\_\_\_\_

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

**DIVISION OF EMERGENCY MANAGEMENT**

By: \_\_\_\_\_

Name and Title: **Bryan W. Koon, Director**

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

AGENDA  
PUBLIC WORKS COMMITTEE

April 20, 2015

Chairman: Commissioner Cole

Vice Chairman: Commissioner Rob Williamson

1. Discussion of scheduling a public hearing for vacation of the 50 foot right of way "jut-out" that is located south of 3614 Ebb Tide Lane.
2. Discussion of agreement with Tap Service Company, Inc. (DBA Mermaid Pool and Spa) for maintenance of Splash Pad at Navarre Park.

---

**From:** Stephen Furman  
**Sent:** Monday, April 13, 2015 7:01 AM  
**To:** Wanda Pitts  
**Cc:** Avis Whitfield; Tana Tynes; Glenn Bailey  
**Subject:** RE: Louis Scipioni, Jr. and Marjorie Scipioni  
**Attachments:** INFO SENT TO STEVE FURMAN - 04-10-2015.pdf

Wanda, this looks like all we will need to make this vacation request an agenda item.

Avis, I have looked at this request on a couple of occasions over the years. If you look at page 8 of the attachment, you can see the 50 foot northerly jog of the right of way that they are requesting be vacated. This area is currently being used as a part of the front yard for this property, and there are no drainage concerns or utility issues.

Please let me know if you have any questions.

Stephen

---

**From:** Wanda Pitts  
**Sent:** Friday, April 10, 2015 5:13 PM  
**To:** Stephen Furman  
**Subject:** FW: Louis Scipioni, Jr. and Marjorie Scipioni  
**Importance:** High

Steve:

For your information, Ms. Hoyt has paid the application fee for the vacation request pursuant to your email below. I have attached copies of the application with attachments from Ms. Hoyt.

Please let me know if you need anything else before you place it on the agenda.

Thanks!

*Wanda Pitts*

**Legal Assistant to Roy V. Andrews**  
**County Attorney for Santa Rosa County, Florida**  
**6495 Caroline Street, Suite C**  
**Milton, Florida 32570-4592**  
**Office: (850) 983-1925**  
**Fax: (850) 983-1856**  
**Email: [WandaP@santarosa.fl.gov](mailto:WandaP@santarosa.fl.gov)**

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**From:** Wanda Pitts  
**Sent:** Thursday, March 19, 2015 2:09 PM

CLARK PARTINGTON HART  
LARRY BOND & STACKHOUSE

ATTORNEYS AT LAW

Pensacola • Destin • Santa Rosa Beach • Tallahassee

Melissa Holley Painter  
Direct (850) 208-7032  
mpainter@cphlaw.com

March 19, 2015

Ms. Wanda Pitts  
Santa Rosa County  
Office of County Attorney  
6495 Caroline Street, Suite C  
Milton, FL 32570

Re: Louis Scipioni, Jr. and Marjorie Scipioni  
CPH File No. 141194

Dear Wanda:

Enclosed is an Application for Vacation, title search with labels, and our firm check in the amount of \$150.00 for the application fee in connection with the above-referenced matter. Please let me know if you need anything further.

Sincerely,



Valerie Hoyt  
Assistant to Melissa Holley Painter

Enclosures

A1917945.DOCX

Santa Rosa County, Florida  
Office of County Attorney  
6495 Caroline Street, Suite C  
Milton, Florida 32570

**APPLICATION FOR VACATION**

~~There is a \$150 fee to process this application and all fees are non-refundable.~~

Date: March 19, 2015  
Name: Melissa Holley Painter, Esq.  
Address: Clark, Partington, Hart, Larry, Bond & Stackhouse, 125 West Romana  
Street, Suite 800, Pensacola, FL 32502  
Phone Number: 850-434-9200  
Fax Number: 850-432-7340  
Billing Address: P.O. Box 13010, Pensacola, FL 32591-3010

Reason for Vacation Request:

The South 50 feet of property owned by Louis Scipioni, Jr. and Marjorie Scipioni was reserved for roadway purposes in the deed into the Scipionis. A copy of the deed is attached as Exhibit A. The property is not needed for roadway purposes because Ebb Tide Lane is located directly south of the Scipioni property.

Area of Vacation:

See legal description attached as Exhibit B.

**Petitioner's Name** (if different from above): Louis Scipioni, Jr. and Marjorie S. Scipioni

Address: 2926 Tunnel Road, Pace, FL 32571

Phone Number: \_\_\_\_\_

**Representative's Name** (if applicable): Melissa Holley Painter, Esq.

Address: Clark, Partington, Hart, Larry, Bond & Stackhouse, 125 West Romana

Street, Suite 800, Pensacola, FL 32502

Phone Number: 850-434-9200

Petitioner is responsible for all costs associated with the processing of the vacation request, including fees paid for advertisements, certified list of property owners located within 500 feet of the proposed vacation, labels, certified mail postage, recording of official documents, etc. **All fees are non-refundable.**

Prepared by and return to:  
Deedra L. Lamy  
Emerald Coast Title, Inc.  
811 N. Spring Street  
Pensacola, FL 32501  
850-434-3223  
File Number: 13-8587

[Sign Above This Line For Recording Data]

## Personal Representative's Deed

This Personal Representative's Deed made this 25th day of January, 2013 between Frederick R. Herr, as Personal Representative of the Estate of Lonnie Patrick Murphy, Sr. whose post office address is 20785 Ono Blvd, Orange Beach, AL 36561, grantor, and Louis Selplon, Jr. and Marjorie S. Selplon, husband and wife whose post office address is 3000 Boundary Gate Drive SE, Owens Cross Roads, AL 35763, grantees:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantees, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantees, and grantees heirs and assigns forever, the following described land, situated, lying and being in Santa Rosa County, Florida, to-wit:

West 90 feet of the East 1009 feet, fractional Section 20, Township 2 South, Range 28 West to water's edge North, and that portion of the Northeast Quarter of the Northeast Quarter of Section 29, Township 2 South, Range 28 West, bounded as follows: Beginning at a point 919 feet West of Northeast Corner of said Section 29, thence South 180 feet to a point, thence West 90 feet to a point, thence North 180 feet to Section line, thence East 90 feet along section line to point of beginning with approximately 50 feet along South side reserved for road right-of-way in Section 29 of Santa Rosa County, Florida.

Parcel Identification Number: 202S28000009000000

THIS IS NOT THE HOMESTEAD OF SAID GRANTOR.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantees that the grantor has good right and lawful authority to sell and convey said land; that the grantor warrants the title to said land for any acts of Grantor and will defend the title against the lawful claims of all persons claiming by, through, or under Grantor.

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Double?/moo

Signed, sealed and delivered in our presence:

Deedra L. Lamy  
Witness Name: Deedra L. Lamy  
Carole L. Scales  
Witness Name: Carole L. Scales

Frederick R. Herr, as Personal Representative  
By: Frederick R. Herr, P.R.  
Frederick R. Herr, Personal Representative

State of Florida  
County of Escambia

The foregoing instrument was acknowledged before me this 25th day of January, 2013 by Frederick R. Herr, as Personal Representative, of the Estate of Lonnie Patrick Murphy, Sr.  He/she  is personally known or  has produced a driver's license as identification.

[Notary Seal]

Deedra L. Lamy  
Notary Public

Printed Name: Deedra L. Lamy

My Commission Expires: April 2, 2016



### Abutting Roadway Maintenance

STATE OF FLORIDA  
COUNTY OF SANTA ROSA

ATTENTION: Pursuant to Santa Rosa County Ordinance No. 95-05, sellers of residential lots are required to disclose to Buyers whether abutting roadways will be maintained by Santa Rosa county. Santa Rosa COUNTY WILL NOT ACCEPT FOR MAINTENANCE ANY ROADWAYS NOT BUILT OR IMPROVED TO MEET COUNTY STANDARDS. Ordinance 95-05 requires this disclosure be attached along with other attachments to the deed or other method of conveyance required to be made part of the public records of Santa Rosa County, Florida. Note: Acceptance for filing by County employees of this disclosure shall in no way be construed as an acknowledgement by the County of the veracity of any disclosure statement.

Name of Roadway: 8614 Ebb Tide Lane, Gulf Breeze, FL 32563

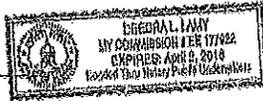
THE COUNTY  HAS ACCEPTED ( ) HAS NOT ACCEPTED THE ABUTTING ROADWAY FOR ( ) DIRT  
( X ) PAVED MAINTENANCE.

Frederick R. Herr PR Date 1/25/2013  
Frederick R. Herr, Personal Representative

STATE OF Florida  
COUNTY OF Escambia

The foregoing instrument was acknowledged before me this 25th day of January, 2013 by Frederick R. Herr, as Personal Representative of the Estate of Lonnie Patrick Murphy, Sr. who has produced a driver's license as identification.

Deedra L. Gannay  
Notary Public



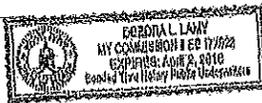
Louis Solpioni, Jr. Date 1/26/2013  
Louis Solpioni, Jr.

Marjorie S. Solpioni Date 1/26/2013  
Marjorie S. Solpioni

STATE OF Florida  
COUNTY OF Escambia

The foregoing instrument was acknowledged before me this 26th day of January, 2013 by Louis Solpioni, Jr. and Marjorie S. Solpioni, husband and wife, who have produced a driver's license as identification.

Deedra L. Gannay  
Notary Public



The South 50 feet of the following described property:

West 90 feet of the East 1009 feet, fractional Section 20, Township 2 South, Range 28 West to water's edge North, and that portion of the Northeast Quarter of the Northeast Quarter of Section 29, Township 2 South, Range 28 West, bounded as follows: Beginning at a point 919 feet West of Northeast Corner of said Section 29, thence South 180 feet to a point, thence West 90 feet to a point, thence North 180 feet to Section line, thence East 90 feet along section line to point of beginning, all being in Santa Rosa County, Florida.

*Fund File Number:*33-2015-160223

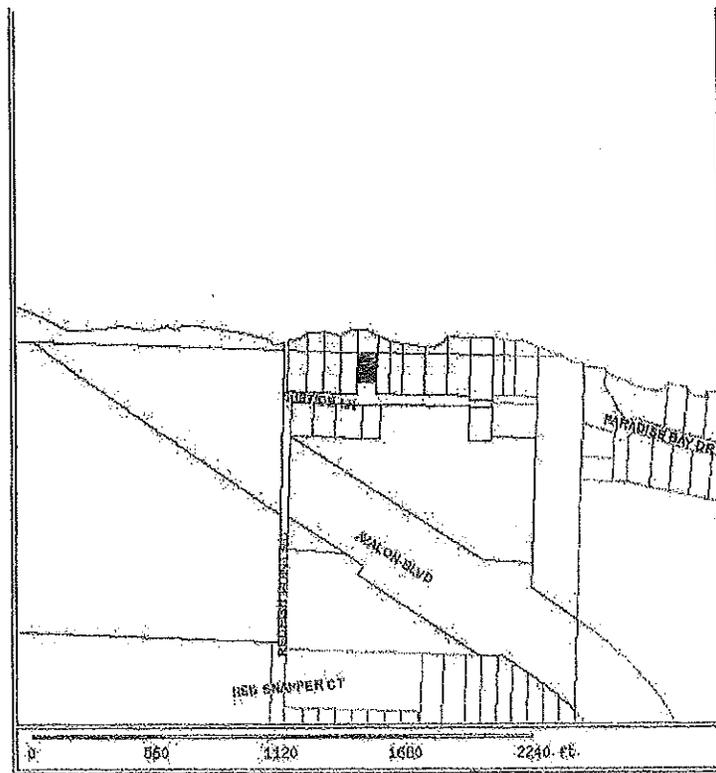
*Book and Page:* Nothing Found.

*TOI:*

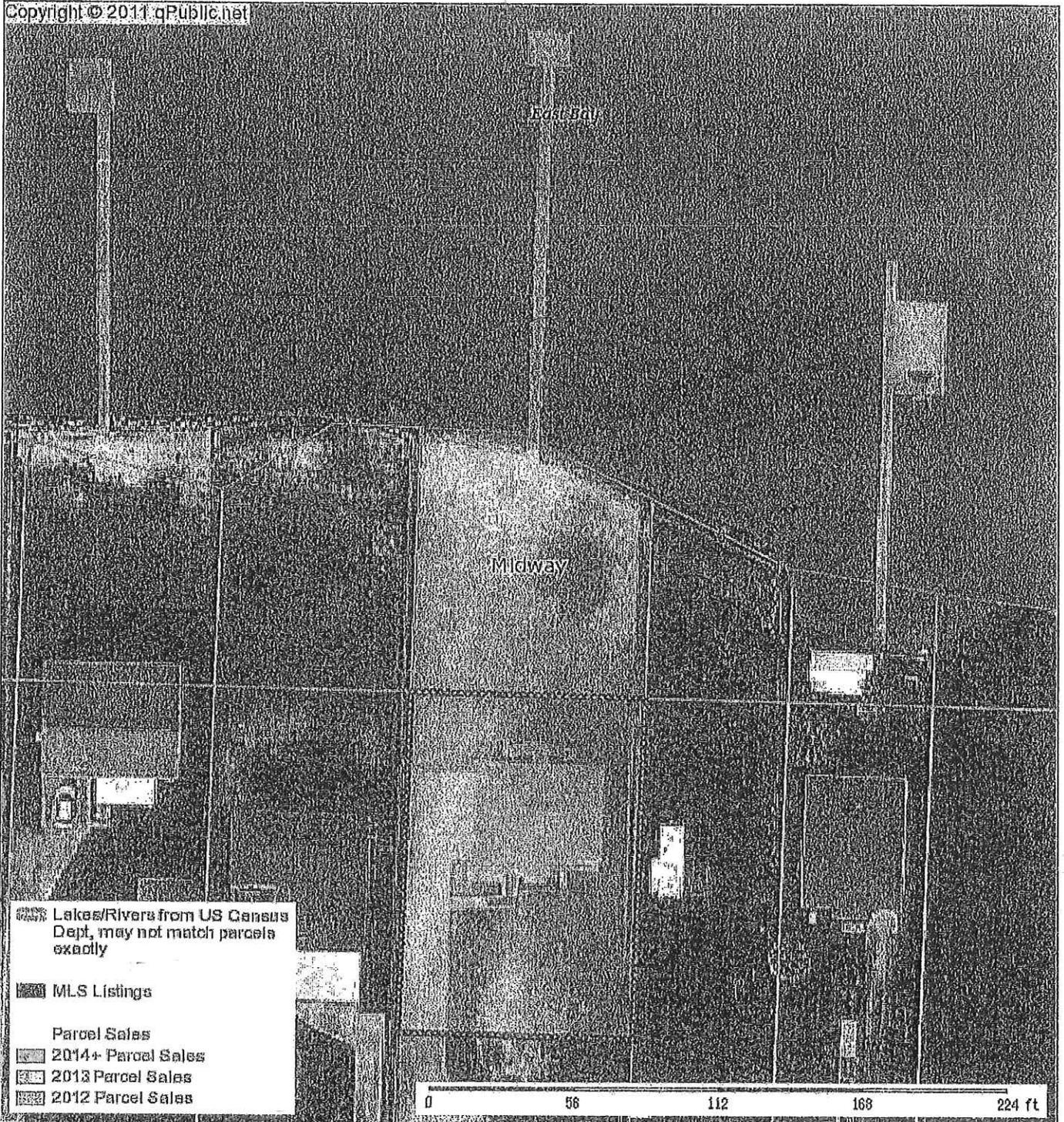
*DOF:*

*First Party:*

*Second Party:*



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Santarosa County Appraiser

Parcel: 29-2S-28-0000-00700-0000 Acres: 0.268

Name	SCIPIONI LOUIS JR & MARJORIE S	Land Value	500
Site		Building Value	0
Sale	\$250,000 on 2013-01 Reason=I Qual=Q	Misc Value	0
	2926 TUNNEL RD	Just Value	500
Mail	PACE, FL 32571	Assessed Value	500
		Exempt Value	0
		Taxable Value	500



Santa Rosa County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. All data is subject to change before the next certified taxroll. Greg Brown Santa Rosa County Property Appraiser  
 Date printed: 03/13/15 : 14:25:33

**From:** Tammy Simmons  
**Sent:** Wednesday, April 15, 2015 8:56 AM  
**To:** Avis Whitfield  
**Subject:** FW: Navarre Splash pad  
**Attachments:** santa rosas splash pad.docx

I will need to get this on the next agenda, this is the only vendor that submitted a quote. I presented a quote request to Gulf Coast Pool/Spa, Aqua Blue Pool Service, Mikes Magical Pools and Pensacola Pools.

**From:** Tom Pitts [mailto:tapitts1950@gmail.com]  
**Sent:** Tuesday, April 01, 2014 1:28 PM  
**To:** Tammy Simmons  
**Subject:** Navarre Splash pad

Dear Tammy,

Attached is the proposal for the Navarre splash pad service from Mermaid Pool and Spa. I will provide a copy of my CPO certification and Insurance information upon request. Additionally, if you require references I will provide them.

If any changes are required please let me know.

Thanks, Tom Pitts

Florida has a very broad Public Records Law. Virtually all written communications to or from Santa Rosa County Personnel are public records available to the public and media upon request. E-mail sent or received on the county system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

## TAP SERVICE COMPANY, INC

6367 HERONWALK DR GULF BREEZE, FL 32563

OFFICE: 850 324-2964 MOBILE: 850 324-3809

E-MAIL [WWW.MERMAIDPOOLANDSPA@GMAIL.COM](mailto:WWW.MERMAIDPOOLANDSPA@GMAIL.COM)

**DBA**

*MERMAID POOL AND SPA*

### PROPOSAL FOR SERVICE FOR NAVARRE SPLASH PAD

TAP Service Co, Inc., (DBA Mermaid Pool and Spa) a Florida corporation duly licensed in Santa Rosa County, Florida (hereafter Mermaid) proposes to contract for the servicing of the Navarre Splash Pad under the provisions and exceptions set forth below:

### PROVISIONS

#### Water Treatment:

1. *Mermaid* shall ensure that the splash pad(s) water is tested daily by a Certified Pool and Spa operator and test results shall be recorded on a *Florida Department of Health Monthly Swimming Pool Report* (DH 921, 3/98) maintained in the pump house. Any necessary adjustment will be made to ensure water quality consistent with industry standards and the State of Florida Health code.
2. Commercial grade chlorinating tablets (provided by the County) shall be used as the sanitizing agent in conjunction with PPG® granular chlorine when necessary for super-chlorination or spot treatment for algae.
3. Hydrochloric acid (provided by the County) shall be used for PH adjustment.
4. Any and all other chemicals or treatment agents used shall be approved for use in commercial water attractions.

5. Testing and water adjustment shall be performed daily including weekends and holidays except in the event of a natural disaster after which service will resume as soon as safety permits.
6. *Santa Rosa County* will provide all necessary pool chemicals and treatment agents for normal operation, plus algaecide, and provide granular or liquid chlorine for super-chlorination when needed.

Additionally, *Mermaid* will provide the following service.

**Equipment Maintenance:**

1. The filtration system shall be cleaned when the flow rate for filtered return water approaches the minimum as established by the *Florida Department of Health* or when the system vacuum gauge is at ten (10) in. HG greater than start up of a clean system.
2. All filter pump baskets shall be inspected daily and emptied as needed.
3. All pumps, gauges, flow meters, and other equipment shall be inspected daily. The Maintenance Manager shall be notified of any damaged or non working component.

**Algae Treatment:**

1. The splash pad will be super chlorinated as needed, to destroy existing algae spores.
2. Individual outbreaks will be brushed away and treated with direct application of granular chlorine or a chlorine puck. The refuse (dead algae) will be vacuumed to waste.
3. Treatment will be conducted after normal hours of operation so as not to interrupt splash pad usage.

**Emergency Service:**

1. The rate for emergency service shall be \$75.00 per hour.
2. All callouts for excrement in are will be billed at the rate for one (1) hour-\$75.00.
3. Any emergency repair that cannot be completed in three (3) hours shall be reported to the Maintenance Manager.

## EXCEPTIONS

1. Damage or debris from any named storm shall not be considered normal cleaning. But after assessment and consultation between Santa Rosa county and Mermaid a course of action will be determined.
2. Any acts of criminal vandalism will be subject to assessment and consultation.
3. Emergency call out will be billed on an hourly basis except as noted above.
4. Inclement weather, especially lightning, may delay normal servicing of the splash pad.
5. Super chlorination that is required as a result of a diarrheal discharge is not considered normal or scheduled but will be billed as a service.

Under the terms and conditions set forth above, Mermaid will provide the service as specified for the amount of \$674.00 per month beginning May 1, 2014 and continuing until September 18, 2014.

X

---

Tom Pitts  
President TAP Service Inc.

# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Williamson  
Vice Chairman: Commissioner Cole

April 20, 2015

## **Bid Actions:**

- 1) Discussion of the purchase of one Dodge minivan for the Libraries through State of Florida Contracts at a price of \$21,596.00.

## **Budget:**

- 2) **Budget Amendment 2015 – 138** in the amount of \$ **12,600** to transfer funds from the Capital Fund to the General Fund for the library computer system that would provide the public with wi-fi that is not connected to the County's network.
- 3) **Budget Amendment 2015 – 139** in the amount of \$ **259,514** to carry forward funds to purchase three (3) Equipment Trailers (\$21,150 each) and two (2) Mini Hydraulic Excavators (\$98,032 each) as approved at the April 9, 2015 BOCC Regular Meeting.
- 4) **Budget Amendment 2015 – 140** in the amount of \$ **50,499** to transfer funds from the Capital Fund to the General Fund for one (1) pickup truck with animal control body for the Animal Services Department as approved at the April 9, 2015 BOCC Regular Meeting.
- 5) **Budget Amendment 2015 – 141** in the amount of \$ **27,859** to transfer funds from the Capital Fund to the General Fund for one (1) pickup truck with a service body for the Building Maintenance Department as approved at the April 9, 2015 BOCC Regular Meeting.
- 6) **Budget Amendment 2015 – 142** in the amount of \$ **5,775** to carry forward funds from the TDC Fund to reimburse the District V Rec. Fund for expenses paid to landscape and maintain the US 98 Median.
- 7) **Budget Amendment 2015 – 143** in the amount of \$ **1,485** to carry forward funds reimbursed to Santa Rosa County from the CSX train derailment and allocate to the Emergency Management Department in the General Fund to enhance the mobile command unit.
- 8) **Budget Amendment 2015 – 144** in the amount of \$ **95,358** to recognize Dori Slosberg Driver Education Safety Act revenue from FY14 (\$54,508) and FY15 earned to date (\$40,850) and distributes to the fund driver's education programs for Santa Rosa School District.

## **County Expenditure/Check Register:**

- 9) Discussion of County Expenditures / Check Register

# SANTA ROSA COUNTY

## DEPARTMENT OF HUMAN RESOURCES AND RISK MANAGEMENT

6495 CAROLINE STREET • SUITE 1  
MILTON, FLORIDA 32570-4592  
(850) 983-1863  
FAX (850) 983-1868

DEVANN COOK  
DIRECTOR

### MEMORANDUM

To: Hunter Walker  
From: DeVann Cook *DNW*  
Subject: Replacement Vehicle  
Date: April 15, 2015

The Library Department needs to replace the van that is used for book deliveries. Funds were approved in this budget for a replacement. We believe a mini-van is the best vehicle for this task. After researching the options and comparison shopping, I believe the Dodge Caravan is the best option. The cost is well within the amount budgeted. I have attached an e-mail, from Tom Collins, with the price information.

I request Board approval for this purchase.

#### Attachment

cc: J. Bell ✓  
T. Collins  
O. Smith

## DeVann Cook

---

**From:** Tom Collins  
**Sent:** Tuesday, April 14, 2015 7:35 AM  
**To:** DeVann Cook  
**Subject:** RE: Library Van

DeVann,  
The Dodge Grand Caravan for \$21,596.00 is a 5 to 7 passenger van.  
The Ford Transit Connect Wagon for \$21,930.00 is also a 5 to 7 passenger van.  
The GM City Express for \$19,887.00 is a cargo van.

If the purpose is to ever carry passengers, I would rule out the GM City Express, from what I have seen thus far, the transit connect is a bit less roomy than the Dodge, with that being said I think they are all fine products. I hope this is the information you were looking for, if not just let me know and I will dig into it.

Regards,  
Tom Collins  
Fleet & Facility Manger  
Santa Rosa County Public Works  
6075 Old Bagdad Highway  
Milton, FL 32583  
(850) 626-0191, (850) 623-1331 (FAX)  
tomc@santarosa.fl.gov

**From:** DeVann Cook  
**Sent:** Sunday, April 12, 2015 5:48 PM  
**To:** Tom Collins  
**Cc:** Orrin Smith; Jayne Bell  
**Subject:** Library Van

Tom,

I believe the traditional 4 cylinder mini-van is the best option for a Library replacement van. The GM City Express and the Ford Transit Connect both appear to be more commercial cargo vans than a mini-van. We can purchase a Dodge Caravan off of the State Contract for \$21,596. Would you compare the GM and Ford, to the Dodge, and give me your thoughts?

If your schedule permits, I would like to get something back by Wednesday. This will give me time to get it on the BOCC agenda.

Thanks,

DeVann

---

Florida has a very broad Public Records Law. Virtually all written communications to or from Santa Rosa County Personnel are public records available to the public and media upon request. E-mail sent or received on the county system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: April 9, 2015

FROM: **Capital Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 302:</b>	9302 – 5990017	Future Capital Outlay	(\$ 12,600)
	9302 – 5910001	To General Fund	\$ 12,600
<b>Fund 001:</b>	001 – 38100023	From Capital Fund	\$ 12,600
	0610 – 564001	Machinery & Equipment	\$ 12,600

**State reason for this request:**

Transfer of funds from the Capital Fund to the General Fund for the library computer system that would provide the public with wi-fi that is not connected to the County's network.

**Requested by: Devann Cook /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2015-138

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 20, 2015

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 23rd day Of April, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

**Jayne Bell**

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**From:** DeVann Cook  
**Sent:** Wednesday, April 08, 2015 9:41 AM  
**To:** Jayne Bell  
**Subject:** FW: updated quote -Meraki  
**Attachments:** Santa Rosa County - Meraki - Option two - 1 security device for all libr....pdf

This is the quote for the equipment we need to purchase for the library computer system. I apologize for the incorrect amount I gave you when we spoke.

I request a budget amendment of \$12,600.00 to account number 0610-564001.

Thanks,

DeVann

**From:** Gwen Wilson  
**Sent:** Thursday, April 02, 2015 8:26 AM  
**To:** DeVann Cook  
**Subject:** FW: updated quote -Meraki

Good morning,

After speaking to Aleta again, I have discovered that both my and Cindy's understanding about this piece of equipment purchase was wrong. We need to purchase it before the new fiscal year so it lines up with the new erate season which begins July 1<sup>st</sup>. The new estimate that is attached includes admin so the quote is now closer to \$13,000. I'm in the office today if you would like to discuss further.

Thank you,  
 Gwen

**From:** Aleta Floyd  
**Sent:** Tuesday, March 31, 2015 5:01 PM  
**To:** Gwen Wilson  
**Subject:** updated quote -Meraki

Gwen,  
 I had the quote adjusted to include adding the County Library Admin building for public wifi – thus 6 locations instead of 5.  
 Thanks,  
 Aleta

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**TO:** Santa Rosa County Board of Commissioners  
 Aleta Floyd  
 6495 Caroline Street  
 Suite L  
 Milton, FL 32570  
  
 AletaF@santarosa.fl.gov  
 (p) 850-983-1841

**FROM:** Presidio Networked Solutions  
 Susan Bacci  
 8647 Baypine Road  
 Building 1  
 Suite 100  
 Jacksonville, FL 32256  
  
 sbacci@presidio.com  
 (p) 407.641.0563

**Customer#:** SANTA009  
**Account Manager:** Melissa Menard  
**Inside Sales Rep:** Susan Bacci  
**Title:** Santa Rosa County - Meraki - Option two - 1 security device for all libraries

#	Part #	Description	Unit Price	Qty	Ext Price
1	MX100-HW	Preliminary US GPL - Meraki MX100 Security Appliance	\$2,747.25	1	\$2,747.25
2	LIC-MX100-SEC-5YR	Preliminary US GPL - Meraki MX100 Advanced Security	\$6,000.00	1	\$6,000.00
3	MR32-HW	Preliminary US GPL- MR32 Cloud-Managed 802.11ac Access Point	\$439.45	6	\$2,636.70
4	LIC-ENT-5YR	Preliminary US GPL - Meraki MR Ent License 5 Years	\$180.00	6	\$1,080.00
5	AC-MR-1-US	Preliminary US GPL - Meraki AC Adapter MR12/18/26/34 (US)	\$15.95	6	\$95.70
			<b>Sub Total:</b>		<b>\$12,559.65</b>
			<b>Grand Total:</b>		<b>\$12,559.65</b>

# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION DATE: April 9, 2015

FROM: **Road & Bridge Fund** ADDITION:  
 TO: Board of County Commissioners MODIFICATION: X  
 VIA: Budget Director DELETION:  
 SUBJ: Request Approval of the following OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>From:</b>	<b>101 – 3990001</b>	<b>Cash Carried Forward</b>	<b>\$ 259,514</b>
<b>To:</b>	<b>2100 – 564001</b>	<b>Machinery &amp; Equipment</b>	<b>\$ 259,514</b>

**State reason for this request:**

Carries forward funds to purchase three (3) Equipment Trailers (\$21,150 each) and two (2) Mini Hydraulic Excavators with extended warranty (\$98,032 each) as approved at the April 9, 2015 BOCC Regular Meeting.

**Requested by Avis Whitfield/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-139**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 20, 2015

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED*** by the Board of County Commissioners of Santa Rosa County, Florida on this ***23rd day Of April, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS

## Jayne Bell

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**From:** Avis Whitfield  
**Sent:** Thursday, April 09, 2015 12:48 PM  
**To:** Jayne Bell  
**Cc:** Stephen Furman; Tom Collins; Glenn Bailey; Tana Tynes; Jimmy White; Greg Cotton  
**Subject:** BA for equipment trailers and excavators

Jayne,

I will need a budget amendment to move funds from Road & Bridge Reserves to 2100-564001 (Machinery and Equipment) for purchase of the following equipment from Beard Equipment Company in the amount of \$259,514.00 as approved by the BOCC at their April 9, 2015 meeting.

- Three Equipment Trailers @ \$21,150.00 each for a total of \$63,450.00.
- Two Mini Hydraulic Excavators with extended warranty @ \$98,032.00 each for a total of \$196,064.00.

Thanks,

Avis Whitfield  
Director  
Santa Rosa County Public Works

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# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: April 9, 2015

FROM: **Capital Fund/General Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 302:</b>	9302 – 5990017	Future Capital Outlay	(\$ 50,499)
	9302 – 5910001	To General Fund	\$ 50,499
<b>Fund 001:</b>	001 – 38100023	From Capital Fund	\$ 50,499
	2500 – 564001	Machinery & Equipment	\$ 50,499

**State reason for this request:**

Transfer of funds from the Capital Fund to the General Fund for one pickup with animal control body for the Animal Services Department as approved at the April 9, 2015.

**Requested by: Jayne Bell /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2015-140

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 20, 2015

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 23rd day Of April, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: April 9, 2015

FROM: **Capital Fund/General Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 302:</b>	<b>9302 – 5990017</b>	<b>Future Capital Outlay</b>	<b>(\$ 27,859)</b>
	<b>9302 – 59100001</b>	<b>To General Fund</b>	<b>\$ 27,859</b>
<b>Fund 001:</b>	<b>001 – 38100023</b>	<b>From Capital Fund</b>	<b>\$ 27,859</b>
	<b>2300 – 564001</b>	<b>Machinery &amp; Equipment</b>	<b>\$ 27,859</b>

**State reason for this request:**

Transfer of funds from the Capital Fund to the General Fund for one pickup with service body for the Building Maintenance Department as approved at the April 9, 2015.

**Requested by: Jayne Bell /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-141**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 20, 2015

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED*** by the Board of County Commissioners of Santa Rosa County, Florida on this ***23rd day Of April, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

6

## BUDGET MODIFICATION RESOLUTION

No.

*Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:*

REQUESTER ACTION

DATE: April 9, 2015

FROM: **Tourist Development Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 107:</b>	<b>107 – 399001</b>	<b>Cash Carried Forward</b>	<b>\$ 5,775</b>
	<b>4010 – 59100315</b>	<b>To District V Rec Projects</b>	<b>\$ 5,775</b>
<b>Fund 315:</b>	<b>107 – 3810012</b>	<b>From TDC Fund</b>	<b>\$ 5,775</b>
	<b>4010 – 599001</b>	<b>To District V Rec Projects</b>	<b>\$ 5,775</b>

**State reason for this request:**

To carry forward funds to reimburse District V for expenses paid to landscape & maintain the US 98 Median.

**Requested by: Jayne Bell /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-142**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 6, 2015

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9<sup>th</sup> day of April, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS

## BUDGET MODIFICATION RESOLUTION

No.

*Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:*

REQUESTER ACTION

DATE: April 15, 2015

FROM: **Emergency Management**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>From:</b>	<b>001 – 3990001</b>	<b>Cash Carried Forward</b>	<b>\$ 1,485</b>
<b>To:</b>	<b>3400 – 552001</b>	<b>Operating Supplies</b>	<b>\$ 1,485</b>

**State reason for this request:**

To carry forward funds reimbursed to Santa Rosa County from the CSX train derailment and allocate to the Emergency Management Department to enhance the mobile command unit.

**Requested by Deb Grinde/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-143**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 20, 2015

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 23rd day of April, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS

### BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION DATE: April 15, 2015

FROM: <b>BOCC Other Obligations</b>	ADDITION:
TO: Board of County Commissioners	MODIFICATION: X
VIA: Budget Director	DELETION:
SUBJ: Request Approval of the following	OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>From:</b>	<b>001 – 3515001</b>	<b>Driver's Ed Trust -- Traffic</b>	<b>\$ 40,850</b>
	<b>001 – 3990001</b>	<b>Cash Carried Forward</b>	<b>\$ 54,508</b>
<b>To:</b>	<b>0013 – 5490025</b>	<b>Driver's Ed Trust – Traffic</b>	<b>\$ 95,358</b>

**State reason for this request:**

Recognizes Dori Slosberg Driver Education Safety Act revenue from FY 14 (\$54,508) and FY 15 earned to date (\$40,850) and distributes to fund driver's education programs for the Santa Rosa County School District.

**Requested by: Jayne Bell/s/**

BUDGET DIRECTOR ACTION DOCUMENT NO. **2015-144**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_  
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION DATE: April 210, 2015

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 23rd day Of April, 2015.***

ATTESTED: \_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS



**MILTON OFFICE**  
358 Park Avenue  
Milton, FL 32570  
Phone (850) 983-5650  
Fax (850) 983-5655

**GULF BREEZE OFFICE**  
675 Gulf Breeze Parkway  
Gulf Breeze, FL 32561  
Phone (850) 934-4095  
Fax (850) 934-4097

**Richard Cobb, Director**

April 8, 2015

Jayne Bell, CPA  
Budget Director/SRC Administrative Offices  
BOCC Office of Management & Budget  
6495 Caroline St., Suite L  
Milton, FL 32570

Dear Ms. Bell,

As the person in charge of the Driver's Education programs for the school district in Santa Rosa County, I would like to request any funds available to us from the Dori Slosberg Driver Education Safety Act. The district not only provides classroom instruction but also actual in car driving for our students in Santa Rosa County.

The funds from the county will be used for salaries for our teachers, car rental, registration, tags and gas for the cars. The funds will also enable us to waive the cost of the driving lab portion to our students.

We greatly appreciate the county's help with this program. I can be contacted at 983-5650.

Again thank you for your help in this matter.

Sincerely,

Richard Cobb, Director  
Santa Rosa Community School

No support documentation for this agenda item.