

June 11, 2012

**ECONOMIC DEVELOPMENT COMMITTEE**

1. Presentation/update from Don Kirkman, President of Florida's Great Northwest.
2. Discussion of appointment of Randy Ramos of Global Business Solutions to the Workforce Escarosa, Inc. Board of Directors.



Jay Overman  
Chairperson  
Susan Nelms  
Executive Director

# workforceescarosa

Connecting businesses and resources.

May 18, 2012

Hunter Walker  
County Administrator  
Santa Rosa County Board of Commissioners  
6495 Caroline Street  
Milton, FL 32570-4592

Dear Mr. Walker:

In the 2012 State legislative session, the Regional Workforce Board Accountability Act was passed. The legislation was signed into law by Governor Scott on March 28, 2012. The law will become effective July 1, 2012.

Under the new RWB Accountability Act, Section 445.007(1), states "... If a public education or training provider is represented on the board, a representative of a private non-profit provider and a representative of a private for-profit provider must also be appointed to the board ..." As public education is a required member under federal law (e.g., Workforce Investment Act), the above two private providers will be required.

Workforce Escarosa has identified Randy Ramos with Global Business Solutions who has agreed to serve, if appointed, for the for-profit training slot. Global Business Solutions is licensed by the Florida Commission on Independent Education to provide IT training certifications. Escarosa has been unable to identify a non-profit training vendor in our two-county area who would be willing to serve on the Board.

Please let me know if you have questions or need additional information. As always, thank you for your assistance.

Sincerely,

Susan Nelms  
Executive Director

SN/js

#### Attachment

Regional Workforce Board  
9111 Sturdevant Street  
Pensacola, FL 32514  
Phone: (850) 473-0939  
Fax: (850) 473-0935

Pensacola Center  
3670-A North "L" Street  
Pensacola, FL 32505-5217  
Phone: (850) 607-8700  
Fax: (850) 607-8849

Milton Center  
5725 Highway 90  
Milton, FL 32583  
Phone: (850) 983-5325  
Fax: (850) 983-5330

Century Center  
8120 N. Century Blvd.  
Century, FL 32535  
Phone: (850) 256-6259  
Fax: (850) 256-6266

[www.workforceescarosa.com](http://www.workforceescarosa.com)

**WORKFORCE ESCAROSA, INC.  
BOARD MEMBERSHIP PROFILE - PRIVATE SECTOR**

TYPE OF BUSINESS (Check all that apply):  Small Business (less than 500 employees)  
 Minority Owned

Name: Randy M. Ramos  
Business Name: Global Business Solutions, Inc.  
Address: 2400 W. Michigan Ave, Ste. 4  
Pensacola, FL 32526

Title: Owner, President, CEO  
Phone No.: 850-944-7579  
FAX No.: 850-944-3232  
E-Mail Address: rramos@gbsi.com  
Cell Phone No.: 850-206-7539

Home Address: 2676 Tinoso Lane  
Pensacola, FL 32526

**MEMBERSHIP DEMOGRAPHICS (for reporting purposes)**

GENDER:	RACE:	VETERAN:	AGE:	DISABLED:
<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Black	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> < 55	<input type="checkbox"/> Yes
<input type="checkbox"/> Female	<input type="checkbox"/> Asian	<input checked="" type="checkbox"/> No	<input type="checkbox"/> 55 OR >	<input checked="" type="checkbox"/> No
	<input checked="" type="checkbox"/> Hispanic			
	<input type="checkbox"/> White			
	<input type="checkbox"/> Ameri. Indian			
	<input type="checkbox"/> Other			

**Community Organization Memberships**

Greater Pensacola Chamber  
South Gulf Manor Home Owners Association  
Armed Forces Communications & Electronics Association (AFCEA)  
Tech-Led Economic Development Council

**Board Memberships**

CEO Round Table - GrowFL  
IT Advisory Council  
PSC Information Assurance & Advisory Board

*Briefly state why you would like to become involved in the Workforce Escarosa, Inc. Board.*

It is in GBSI's interest to help generate a skilled workforce for future job opportunities and economic development. As an innovative IT services company and Federal Government contractor, we understand the need for a skilled workforce to support our customer's present and future needs. The growth markets for us are Cyber Security, Virtual Training, Cloud Computing and Handheld Device Services. Through necessity, we have developed training and learning solutions to generate workforce skills in these areas. GBSI can contribute local growth industry knowledge. GBSI may be the conduit between government, academic and workforce development needed to spearhead job growth and employment.

Does your company currently provide any service or products to Workforce Escarosa, Inc.?

Yes  No

Please return this form to:

**Team Santa Rosa**  
**Economic Development Council**  
**6491 Caroline Street, Suite 4**  
**Milton, FL 32570**

**Phone No.: 623-0174**  
**Fax No.: 623-5932**

June 11, 2012

**ADMINISTRATIVE COMMITTEE**

1. Discussion of providing free access to the Navarre Beach Fishing Pier to mobility impaired persons.
2. Discussion of shark fishing on Navarre Beach Fishing Pier.
3. Discussion of use of Courthouse grounds and parking areas July 4, 2012 for annual July 4<sup>th</sup> Riverfest events to include temporary NO WAKE Zone designation for portion of Blackwater River as requested by Santa Rosa Chamber of Commerce.
4. Discussion of renewal of contract with Lewis Funeral Home for indigent body removal/storage and cremation services.
5. Discussion of scheduling public hearing on ordinance establishing Minimum Wake Zone in portion of Indian Bayou proximate to existing boat ramp and adjacent area.
6. Discussion of an Emergency Ordinance relating to Santa Rosa County; amending Ordinance 2012-12 Boating Restriction/Regulations; providing for the addition of penalties; providing for codification and providing for an effective date.
7. Discussion of increasing budget allocation to Navarre High School NJRROTC program to \$3000 for summer leadership training from District IV recreation funds.
8. Discussion of designation of Commissioner Cole as delegate to the National Association of Counties annual conference.
9. Discussion of Permit to Conduct Fireworks Exhibition at Southern Raceway on Nichols Lake Road at 9:00 p.m. June 30, 2012 with July 14, 2012 as rain date.
10. Discussion of designation of Commissioner Lynchard as the County member of the Commission on Oil Spill Response established by the Florida Legislature.

11. Public Hearing items scheduled for 9:30 a.m. Thursday, June 14, 2012:

An ordinance establishing the Falling Leaves Court and Plantation Woods Phase III Subdivision street lighting Municipal Service Benefit Unit (MSBU) projects.

An ordinance establishing the Woodbine Springs Drainage road improvement Municipal Service Benefit Unit (MSBU) project.

No support documentation for this agenda item.

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# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



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

HUNTER WALKER, County Administrator  
ANGELA J. JONES, County Attorney  
JAYNE N. BELL, OMB Director

(2)

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

**TO:** Board of Commissioners

**FROM:** *HW* Hunter Walker, County Administrator

**DATE:** June 5, 2012

**SUBJECT:** Navarre Beach Pier - Shark Fishing

Commissioner Melvin received a complaint about shark fishing on Navarre Beach Pier, specifically the walking of a hooked shark by a fisherman until it was over land, proximate to beachgoers adjacent to the Pier. This is commonly referred to as beaching a shark that is too large to gaffe and reel to the Pier.

Staff contacted personnel at the Okaloosa County and Pensacola Beach fishing piers and both prohibit chumming for shark and both require that a shark inadvertently hooked by pier fisherman, be immediately released by cutting fishing line. Currently the Navarre Beach Fishing Pier prohibits chumming for shark, but does not prohibit fishermen from landing/gaffing or beaching sharks hooked from Pier.

The policy options for the Board appear as follows:

- continue status quo (prohibit chumming, but allow shark fishing from Pier.
- continue to allow sharks hooked from Pier to be gaffed and brought onto Pier, but prohibit beaching of shark too large to gaffe.
- prohibit shark fishing from Pier and require fishing lines of inadvertently hooked sharks to be cut.

SANTA ROSA COUNTY  
Chamber of Commerce  
AND

**TOURIST INFORMATION CENTER**

Phone: (850) 623-2339

5247 Stewart Street  
Milton, FL 32570

May 30<sup>th</sup>, 2012

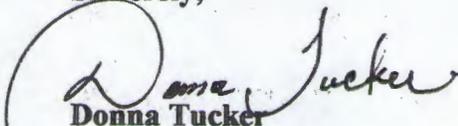
**Commissioner Jim Williamson**  
Santa Rosa County Board of Commissioners  
6495 Caroline Street, Suite M  
Milton, Florida 32570

Dear Commissioner Williamson,

Our annual recognition and celebration of July 4<sup>th</sup> is scheduled for Wednesday, July 4<sup>th</sup> 2012 in historic downtown Milton. "Riverfest" activities are scheduled beginning at 10:00 a.m. concluding with a Fireworks display over the Blackwater River at dark. As is tradition, we would once again like to request use of any County owned properties in the South Willing Street area, behind the courthouse, and the courthouse area (for parking). In addition, we would like to request a No-Wake Zone be in effect from Russell Harbor Landing south to the Railroad Trestle. The Trestle will also be operating extended hours until 10:00 p.m. to allow for larger vessels to participate in the festivities.

We sincerely appreciate your past support, and look forward to partnering with numerous businesses, organizations and individuals to celebrate the anniversary of our independence. It was estimated that over 50,000 people in the downtown area, and along Highway 90 enjoyed our fireworks display last year.

Sincerely,

  
Donna Tucker  
Executive Director

**AGREEMENT**

SANTA ROSA COUNTY ("County") and LEWIS FUNERAL HOMES, INC., ("Contractor") enter into this Agreement this 6 day of May, 2009.

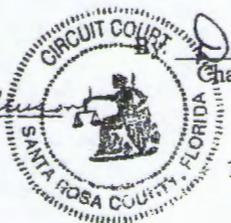
A. This Agreement shall be for a three year period of May 1, 2009, through April 30, 2012, for Indigent Burial Services for the County as follows:

1. Contractor will be required to provide services in Santa Rosa County as set out in the Request for Proposals attached along with Contractor's Bid as Exhibit A.
2. Payments shall be made as services are rendered according to the fee schedule in the Contractor's Bid attached as Exhibit A.
3. Contractor shall have and maintain the required insurance as specified in the attached Exhibit B.
4. Either party may terminate this agreement without cause upon giving sixty (60) days written notice. Contractor will be paid for all work performed prior to termination.
5. Contractor agrees to indemnify and hold harmless County, its agents, officials, and employees for any and all claims, suits and damages arising out of the operation of this contract.
6. This agreement may be extended upon the agreement of both parties.

IN WITNESS WHEREOF, the parties have signed this agreement as of the day and year first above written.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

ATTEST:  
Mary Malen  
Clerk or Deputy Clerk



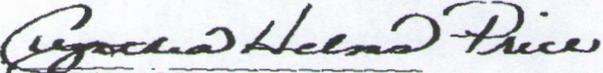
Don Salt  
Chairman

CONTRACTOR:



LEWIS FUNERAL HOME, INC.

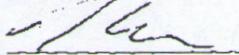
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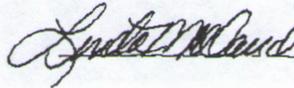


PRINTED NAME & TITLE:

Cythia Helms-Rice  
Manager

WITNESSES:

 Kevin Davis

 Linda McDavid



SINCE 1928

# Lewis Funeral Home, Inc.

6405 Highway 90 • Milton, Florida 32570  
Phone: (850) 623-2243 • Fax: (850) 623-6345

7794 Navarre Parkway • Navarre, Florida 32566  
Phone: (850) 939-5122 • Fax: (850) 939-5133

February 27, 2009

**TO: Santa Rosa County Board of Commissioners Procurement Department**

**FROM: Lewis Funeral Homes**

**SUBJECT: "RFP-Indigent Services"—Indigent Cremations Services and Removal/Storage of Bodies**

**#1—REMOVAL AND STORAGE OF BODIES**

Removal—\$295.00

Storage—\$300.00 This storage fee is for the days 1 through 5, any time after that is at a rate of

\$75.00 per day. \*\*\*\*This fee is only offered to the County and includes materials

Minimum total—\$595.00

**#2—INDIGENT CREMATION**

Removal—\$295.00

Cremation—\$300.00 \*\*\*\* This fee include storage and materials

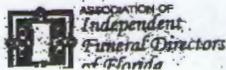
Minimum total—\$595.00

Thank you for your consideration in this matter

Cynthia Helms-Price, L.F.D.

Manager

Lewis Funeral Homes



**REQUEST FOR PROPOSALS  
INDIGENT CREMATION SERVICE &  
REMOVAL AND STORAGE OF BODIES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals from local funeral homes for the retrieval and storage of bodies that do not fall within the responsibility of the Medical Examiner's Office, and for the cremation of individuals who have been determined to be indigent. This proposal should contain an itemization of all cost involved in each process. These would include transportation, storage, and materials costs.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., March 3, 2009. Provide one original and 11 copies of the submittal. Only proposals received by the aforesaid time and date will be considered. All proposals shall be labeled, "RFP- Indigent Services".

Questions concerning this request should be directed to Santa Rosa County Procurement Officer, Orrin Smith, at (850) 983-1870.

Scope of Services may be secured from the Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

**LEGAL NOTICE**

One issue - Press Gazette - January 31, 2009, Navarre Press February 5, 2009

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith

January 31, 2009

**MEMORANDUM**

**TO:** Company Addressed  
**FROM:** Santa Rosa County Procurement Department  
**SUBJECT:** Indigent Cremation Services and Removal/Storage of Bodies

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals from local funeral homes for the retrieval and storage of bodies that do not fall within the responsibility of the Medical Examiner's Office, and for the cremation of individuals who have been determined to be indigent. This proposal should contain an itemization of all cost involved in each process. These would include transportation, storage, and materials costs.

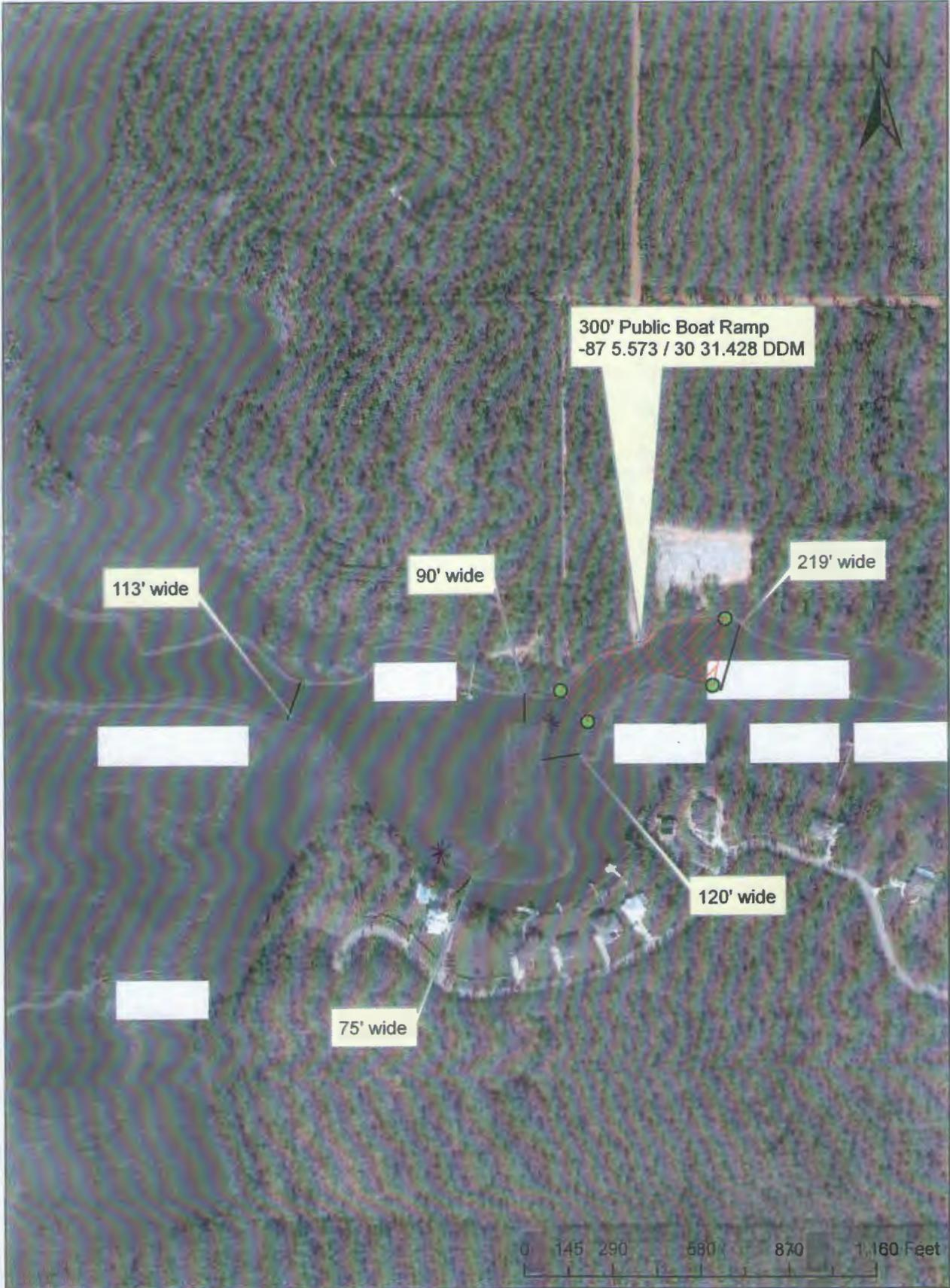
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Indian Bayou - Santa Rosa County

**CHAPTER 68D-21**  
**APPROVAL OF LOCAL ORDINANCES ESTABLISHING BOATING RESTRICTED AREAS**

- 68D-21.001 Requirements for Applications.
- 68D-21.002 Procedures for Reviewing Applications.
- 68D-21.003 Procedures for Providing for Public Notice and Participation.
- 68D-21.004 Criteria for Approval of Ordinances.

**68D-21.001 Requirements for Applications.**

(1) Approval by the Florida Fish and Wildlife Conservation Commission is not required for ordinances adopted pursuant to Section 327.46(1)(b), F.S. Regulatory markers necessary for implementing those ordinances must be permitted as required in Sections 327.40 and 327.41, F.S., and as provided in Chapter 68D-23, F.A.C.

(2) Any municipality or county application for approval of an ordinance establishing a boating-restricted area pursuant to Section 327.46(1)(c), F.S., must be submitted to: Florida Fish and Wildlife Conservation Commission, Division of Law Enforcement, Boating and Waterways Section.

(3) Each application must include:

(a) The name of the applicant municipality or county.

(b) The name, mailing address, telephone number, and any email address or facsimile number of the applicant's:

1. Primary contact person; and

2. Attorney or qualified representative.

(c) A certified copy of the adopted ordinance for which approval is sought. A county or municipality may submit a draft ordinance for review and approval. Approval, if granted, is conditioned upon the draft ordinance being adopted without amendment and does not become effective until a certified copy of the ordinance as adopted is received by the Boating and Waterways Section. If the draft ordinance is amended, approval of the draft ordinance will be rescinded and the ordinance as adopted will be reviewed.

(d) A statement identifying the provision within Section 327.46(1)(c), F.S., authorizing regulation of vessel speed or operation by the ordinance.

(e) One or more scaled drawings no larger than 8 1/2 inches by 11 inches, reproducible in black and white on standard office photocopying equipment which clearly show the following:

1. The jurisdictional boundaries of the municipality or county enacting the ordinance and, for county ordinances, the jurisdictional boundaries of any municipality in which a boating-restricted area is located.

2. The exact boundaries of each boating-restricted area established by the ordinance and the restrictions on vessel operation imposed within each boating-restricted area.

3. Any other known boating-restricted area (federal, state, county, other municipality, etc.) located within 2,500 feet of any boating-restricted area established by the ordinance.

4. The location of any of the following within a proposed boating-restricted area or used as a basis for establishing a boating restricted area, identified with a label or legend as to whether or not it is available for use by the general public:

a. Any boat ramp, hoist, marine railway, or other launching or landing facility.

b. Any fuel pump or dispenser at any marine fueling facility or licensed terminal facility.

c. Any lock structure.

d. Any designated public bathing beach or swim area.

5. The location of any of the following within a proposed boating-restricted area or used as a basis for establishing a boating restricted area:

a. Any bridge, including any bridge fender system, if present.

b. Any dam, spillway, or flood control structure.

c. Any confluence of water bodies presenting a blind corner.

d. Any bend or other intervening obstruction to visibility that may obscure other vessels or other users of the waterway in a narrow channel, fairway, or other similar area within the meaning of Inland Navigation Rule 9 (33 U.S.C. § 2009) as adopted by Section 327.33, F.S.

e. Any specific hazards to navigation (with a label or legend describing the hazard).

6. If relied upon as a basis for establishing the boating-restricted area, the location and description of any of the following:

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**ORDINANCE 2012 - \_\_\_\_**

**AN EMERGENCY ORDINANCE RELATING TO SANTA ROSA COUNTY; AMENDING ORDINANCE 2012-12 BOATING RESTRICTIONS/ REGULATIONS; PROVIDING FOR THE ADDITION OF PENALTIES; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Santa Rosa County does hereby declare that an emergency exists regarding the posting of boating restrictions in the snorkeling reef area of Navarre Beach and that immediate enactment of this ordinance is necessary, and

**WHEREAS**, pursuant to Florida Statute 125.66(3), the Board of County Commissioners of Santa Rosa County does hereby waive the notice requirements of Florida Statute 125.66(2), now, therefore,

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA:**

**SECTION I.** Santa Rosa County Ordinance 2012-12 is amended as follows: (Language added is printed in type which is **bold underline** type, and language deleted is printed in ~~struck through~~-type.).

1. Boating Restrictions are hereby adopted for the area known as the Snorkel Reef as depicted in the attached Exhibit A.
2. The appropriate signage shall be posted upon authorization from the Florida Fish and Wildlife Conservation Commission.
3. The following boating restrictions are defined as set forth in 68D-23.103 Florida Administrative Code (FAC) and pursuant to Section 327.46 Florida Statutes, the area

known as the Snorkel Reef will a vessel exclusion zone as follows:

“No Motorized Vessels” or “No Motorboats” or “Motorboats Prohibited” – All vessels equipped with any mechanical means of propulsion are prohibited from entering the marked area, even if the mechanical means of propulsion is not in use.

**SECTION 2. PENALTY.** The provisions of this section may be enforced by any law enforcement officer as defined in Section 943.10, Florida Statutes. Pursuant to Section 327.73, Florida Statutes, any person cited for a violation of any such provision shall be deemed to be charged with a noncriminal infraction, shall be cited for such an infraction, and shall be cited to appear before the county court. The civil penalty for any such infraction is \$50, except as otherwise provided for allowable county court costs for boating infractions. Where a statute or administrative rules are referenced herein, this shall mean the most recently adopted version of said statute and administrative rules.

**SECTION 3. REFERENCE TO OTHER AUTHORITY.** Where a statute or administrative rules are referenced herein, this shall mean the most recently adopted version of said statute and administrative rules.

**SECTION 4. CODIFICATION.** The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section”, “article”, or any other appropriate word.

**SECTION 5. EFFECTIVE DATE.** It is further declared to be an emergency and necessary for the public welfare that this ordinance be implemented immediately and this ordinance shall become effective when a copy has been accepted for special delivery by

certified mail to the Department of State and upon waiver of notice requirements by four-fifths vote of the Board of County Commissioners declaring that an emergency exists and that immediate enactment of this ordinance is necessary. This Ordinance shall be effective upon completion of the following: approved and adopted pursuant to Santa Rosa County's procedure, approval by the Florida Fish and Wildlife Conservation Commission pursuant to Section 327.46, Florida Statutes and upon posting of the regulatory markers.

**PASSED AND ADOPTED** by a vote of \_\_\_ yeas and \_\_\_ nays and \_\_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida, on the \_\_\_\_ day of June, 2012.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

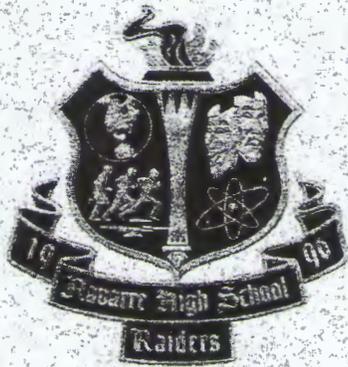
By: \_\_\_\_\_  
Chairman

**ATTEST:**

\_\_\_\_\_  
Clerk of Court

I, Mary M. Johnson, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and a copy deposited in the Postal Department of the United States of America for delivery by registered mail to the Secretary of the State of Florida, on this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mary M. Johnson



# NAVARRE HIGH SCHOOL

8600 High School Boulevard

Navarre, Florida 32566

Ph. (850) 936-6080

Fax (850) 936-6088

E-mail <http://www.santarosa.k12.fl.us/nhs>

**Principal**  
Brian M. Noack

**Assistant Principals**  
Donna M. Doughty  
Timothy W. Short  
Wesley H. Underwood

05 June 2012

Dear Sirs:

Navarre High School's NJROTC Raider Battalion continues to strive for excellence in our school and our community. They were recognized again this year as a **"Distinguished Unit with Academic Honors"** for the 9<sup>th</sup> consecutive year. They were selected as #2 in all of Area 8 again this year, just missing #1 by fractions of points. Our cadets continue to support our community by contributing over 9,000 hours of their own time thus far at the Navarre Beach Clean-Ups, Senior Citizens Center clean up, Memorial Day Ceremony and Parade, Caring and Sharing at Thanksgiving and Christmas, Thursday Nights in Navarre, assisted several schools' Open Houses, Science Discovery Night and Family Culture Night. They also raised over \$8,000 for Relay for Life and ran over 1,600 miles of RELAY LAPS. They have distinguished themselves this year again in the "September 11" Memorial Ceremony as well as "Pearl Harbor" Commemorative Service placing over 3,000 American flags in ground and then standing watch over them for a 24-hour period.

All of our staff officers of the Navarre High NJROTC Unit have been trained and inspired by the training afforded them at Leadership Academy and Basic Leadership Training camps conducted in the summer months. We had four of our cadets selected this year for 4 year ROTC Scholarships, with two other cadets still waiting. Our CO was selected for an appointment to the US Air Force Academy and all of these cadets were graduates of these fine leadership schools.

In the past, you as elected leaders of our community have recognized that this valuable asset of our youth (soon to be adults) is worth our community's support. Your continued support is requested on behalf of these future leaders in the form of providing funding once again for these camps. This summer we plan to send 17 cadets to both camps at a cost of \$2040. Additionally, our week-long summer orientation camp for incoming freshman cadets held at Navarre High School each year has a tuition cost of \$50.00. We have never refused to accept anyone for lack of funds and the numbers usually runs in the range of 5 to 10 cadets. If your budget would allow you to spend the \$2500 for these summer leadership/orientation camps, it would be a great investment into the development of our young citizens. Your contribution and support for these worthwhile endeavors will help reinforce to them, that their hard work does not go unnoticed and would be greatly appreciated.

Sincerely

R.M. Babanks  
Capt USN(ret)

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RECEIVED MAY 18 2012

## MEMORANDUM

### ELECTION OF SECOND VICE PRESIDENT

To: County Board Chairpersons, Parish Presidents, Borough Mayors,  
County Judges and Elected County Executives

From: Lenny Eliason, NACo President

Date: May 9, 2012

Subject: Voting Credentials – 2012 Annual Conference

NACo is preparing for the 77th Annual Conference to be held July 13-17, 2012, in Allegheny County, PA. It is important that your county participates in the association's annual election of officers and policy adoption. **In order to participate, a county must have paid its membership dues and have one paid registrant for the conference, according to NACo bylaws.**

Please read the enclosed information carefully. Indicate on the credentials form the name of the county voting delegate and alternate authorized to pick up your county's voting materials. **You must also indicate your county's choice on the form in the event that your delegate does not pick up the county's ballot.** Your choices are:

- allow your state association president (or designee) to pick up your ballot
- allow another county within your state to pick up your ballot
- allow no person to pick up your county's ballot and therefore not have your vote cast

A checklist is enclosed to assist you in filling out the voting credentials form. Additionally, the chief elected official of your county must sign the form. A chief elected official may include the following:

- board chair/president
- mayor
- county judge
- Elected county executive.

*Please fill out this form in advance and mail OR fax ONLY the enclosed form by FRIDAY, JUNE 22.*

*If you are not planning to register for the conference, you do not have to turn in the credentials form.*

Ilene Manster - Fax (202) 393-2630

Credentials Committee  
Attn: Ilene Manster  
National Association of Counties  
25 Massachusetts Ave, NW, Suite 500  
Washington, DC 20001

Membership Coordinator, Ilene Manster, can be reached at 888.407.NACo (6226) x291, her direct line at 202.942.4291 or [imanster@naco.org](mailto:imanster@naco.org). We look forward to seeing you in Allegheny County!

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APPLICATION FOR PERMIT TO CONDUCT FIREWORKS EXHIBITION

Linda Letellier

6/4/12

Name

Date

661 Mohegan Cir.

Address

Cantonment, FL 32533

1-850-968-3169

TO: BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY

Application is hereby made for a Permit to conduct a fireworks exhibition for  
Southern Raceway, 9359 Nichols Lake Rd, Milton, FL  
(Name and Address)  
on 6/30/12 at 9:00 p.m. - Rain Date July 14.  
(Date) (Time)

This display will be conducted at Southern Raceway  
(Location address)

where it will not be hazardous to either persons or property.

This application, with attachments, must be submitted to the Board of County Commissioners at least 15 days prior to the date of the fireworks display. Any permit granted subsequent to this application is non-transferable.

Attached hereto and made a part of this application pursuant to Florida Statutes 791.02 and 791.03 is the following:

1. Certificate of Insurance or cost of bond in the sum of not less than \$500.00 conditioned for payment of all damages which may be caused either to a person or to property by reason of the permittee's display and arising from any acts of permittee, his agents, employees or subcontractors.
2. Certification from the applicant that the Santa Rosa County Sheriff's Department was furnished notice of the display by U.S. Mail.
3. Certification from the applicant that Fire Department Chief was furnished notice of the display by U.S. Mail.

DATED this 4th day of June, 2012.

Linda Letellier  
Applicant

APPROVED by the Board of County Commissioners of Santa Rosa County, Florida, in regular session on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman



# Florida Department of Environmental Protection

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Rick Scott  
Governor

Jennifer Carroll  
Lt. Governor

Herschel T. Vinyard Jr.  
Secretary

10

May 21, 2012

The Honorable Jim Williamson  
Chair  
Board of Santa Rosa County Commissioners  
6495 Caroline Street  
Milton, Florida 32570

Dear Chairman Williamson:

The Deepwater Horizon oil spill has had significant fiscal and environmental impacts on our state. In the wake of this disaster, the Florida Legislature charged the Board of Trustees of the Internal Improvement Trust Fund with establishing the Commission on Oil Spill Response Coordination (Commission) to identify ways to ensure that the health and welfare of Florida's citizens and natural resources are best protected in the future from such potential disasters.

Chapter 2011-142, Laws of Florida, directs the Board of Trustees to appoint members of the Commission to include a representative of the office of each board member, a representative of each state agency that directly and materially responded to the Deepwater Horizon oil spill, and the chair of the board of county commissioners for Bay, Escambia, Franklin, Gulf, Okaloosa, Santa Rosa, Walton and Wakulla counties.

As staff to the Board of Trustees, the Department of Environmental Protection (DEP) is in the process of gathering the names of the representatives from the various state agencies. Once that process is complete, you will be contacted regarding the first Commission meeting. In the interim, if you have any questions, please feel free to contact Ms. Gwen Keenan, Chief of DEP's Bureau of Emergency Response, at [Gwen.Keenan@dep.state.fl.us](mailto:Gwen.Keenan@dep.state.fl.us) or (850) 245-2875.

Sincerely,

A handwritten signature in black ink, appearing to read 'H. T. Vinyard Jr.'

Herschel T. Vinyard Jr.  
Secretary

ORDINANCE NO. 2012 - \_\_\_\_

**AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, ESTABLISHING THE WOODBINE SPRINGS DRAINAGE AND ROAD IMPROVEMENT MUNICIPAL SERVICE BENEFIT UNIT; PROVIDING FOR THE ASSESSING OF ASSESSMENTS FOR THE PROVISION OF DRAINAGE AND ROAD IMPROVEMENT SERVICES; PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENT; PROVIDING FOR DEFINITIONS; PROVIDING FOR EXCEPTIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, AS FOLLOWS:**

**SECTION 1. FINDINGS.** It is hereby ascertained, determined and declared that:

A. Numerous residential lots as identified in attached Exhibit A are located Woodbine Springs Subdivision.

B. In order to maintain access and property values, maintenance and repairs to the roadway and dam will be necessary.

C. The Santa Rosa County Board of County Commissioners finds that the most equitable method of providing such funding is through the creation of a Woodbine Springs Drainage and Road Improvement Municipal Service Benefit Unit (Unit) to include the properties described in the attached Exhibit A.

The Unit will utilize assessments to insure that all property owners benefiting from the drainage and road improvements shall fund the complete cost of such maintenance.

Santa Rosa County is authorized by Chapters 125 & 197, Florida Statutes, to implement the provisions of this ordinance.

**SECTION 2. DEFINITIONS.**

For the purpose of this Ordinance, the definitions contained in this section shall apply unless otherwise specifically stated. When not inconsistent with the context words used in the present tense include the future tense, words in the plural number include the singular, and words in the singular number include the plural. Words used herein and not otherwise defined shall

description of each parcel of real property within the unit, the name and address of the Owner of each such parcel and the assessment authorized by this Ordinance against each parcel.

3. "BOARD" means the Board of County Commissioners of Santa Rosa County, Florida, or the governing body by any other name in which the general legislative powers of the County are vested.

4. "CLERK" means the Clerk of the Circuit Court of Santa Rosa County, Florida.

5. "COUNTY" means Santa Rosa County, Florida.

6. "GOVERNMENTAL AGENCY" any local, state, or federal agency.

7. "OWNER" means the person or persons owning or leasing an interest in real property located within the unit.

8. "PERSON" means an individual, partnership, corporation, joint venture, private or public service company or entity, however organized.

9. "PROPERTY APPRAISER" means the Property Appraiser of Santa Rosa County, Florida.

10. "RATE RESOLUTION" means the resolution adopted under the provisions of Section 6 of this Ordinance incorporating a schedule of annual assessments to be imposed upon the Owners of all Real Property in the Unit.

11. "REAL PROPERTY" means all real property located in the unit.

12. "TAX COLLECTOR" means the Tax Collector of Santa Rosa County, Florida.

13 "UNIT" means Woodbine Springs Drainage and Road Improvement Municipal Service Benefit Unit.

### **SECTION 3. CREATION OF UNIT.**

Pursuant to Chapter 125, Florida Statutes, there is hereby established the Woodbine Springs Drainage and Road Improvement Municipal Service Benefit Unit. The boundaries of such Unit shall consist of the properties described in Exhibit "A" attached hereto.

### **SECTION 4. PURPOSE.**

benefit and improvement to all real property in the unit regardless of use and occupancy of such property.

B. There is hereby imposed on the Assessment Date against each parcel in the Unit an Assessment for the provision of roadway and dam repairs.

C. The amount of the Assessment imposed each Fiscal Year against each parcel shall be at the rate established in the Rate Resolution adopted pursuant to this ordinance. The Rate Resolution may establish the Assessment for a multiple year period.

**SECTION 6. ADOPTION OF RATE RESOLUTION AND ANNUAL DRAINAGE AND ROAD IMPROVEMENT ASSESSMENT ROLL.**

A. The Rate Resolution shall fix and establish the Assessment to be imposed in each parcel category.

B. The Board shall adopt by resolution a tentative Rate Resolution establishing the Assessments proposed to be imposed against each parcel in the Unit for the purpose of providing repairs to roadway and dam. Upon adoption by the Board of the tentative Rate Resolution, the County Administrator shall cause to be prepared a preliminary Annual Assessment Roll.

C. Upon the preparation of the preliminary Annual Assessment Roll, the Board shall hold a public hearing to adopt the Rate Resolution and the Annual Assessment Roll for the ensuing Fiscal Year. Notice of the proposed assessments shall be mailed to each owner specifying the amount of the proposed assessment and the time and location of the public hearing. Notice shall be mailed at least fourteen days prior to the public hearing. At such public hearing, the Board shall hear comments and objections from Owners and other members of the public as to the proposed Assessments and shall review the preliminary Assessment Roll prepared by the County Administrator for preparation in conformity with the tentative Rate Resolution and this Ordinance. The Board shall also hear comments or objections from any Owner or member of the public as to the method of apportionment of the cost of funding the repairs to roadway and dam against any parcel within the unit. The Board shall make such

modification or additions to the preliminary Assessment Roll or for such other reason deemed necessary in the sole discretion of the Board. If upon completion of such public hearing the Board shall be satisfied that the Annual Assessment Roll has been prepared in conformity with the Rate Resolution and this Ordinance, it shall ratify and confirm such roll.

D. Notwithstanding the mailing or publication of a proposed schedule of assessments, the Board shall have full and absolute discretion at such public hearing to increase, decrease or revise any proposed Drainage and Road Improvement Assessment.

#### **SECTION 7. COLLECTION PROCEDURES**

A. The Collection of the Assessments shall be in the manner provided for the uniform collection of non-ad valorem assessment and in accordance with the provisions of Section 197.3632, Florida Statutes (Supp.)(1988), or its successor in function.

B. The collection of Assessments pursuant to this section shall be subject to all collection procedures of Chapter 197, Florida Statutes, including provisions relating to discount for early payment, prepayment by installment method, deferred payment penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for nonpayment.

C. The Tax Collector shall include on the Notice of Ad Valorem Tax and Non-Ad Valorem Assessments mailed under Section 197.3635, Florida Statutes (Supp.)(1988), or its successor in function, the Assessment for each parcel listed on the Real Property Assessment Roll as incorporated on the Annual Assessment Roll.

**SECTION 8.** The Unit established pursuant to this ordinance is established to provide funding for drainage and road improvement which may be provided by independent contractors or county departments. All repairs to the roadway and dam provided shall be completely funded by the assessments established pursuant to this ordinance.

#### **SECTION 9. CODIFICATION.**

The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or

validity of any other provision and to that end the provisions of this Ordinance are hereby declared to be severable.

**SECTION 11. EFFECTIVE DATE.**

This Ordinance shall take effect upon the filing of a certified copy of this Ordinance with the Department of State within ten (10) days after enactment.

**PASSED AND ADOPTED** by a vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays, and \_\_\_\_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida, this \_\_\_\_\_ day of June, 2012.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

By \_\_\_\_\_  
Chairman

**ATTEST:**

\_\_\_\_\_  
Clerk

I, Mary M. Johnson, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and a copy deposited in the Postal Department of the United States of America for delivery by registered mail to the Secretary of State of Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Clerk of Court

**ORDINANCE NO. 2012 - \_\_\_\_\_**

**AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, ESTABLISHING THE FALLING LEAVES COURT STREET LIGHTING MUNICIPAL SERVICE BENEFIT UNITS AND, PLANTATION WOODS PHASE III SUBDIVISION MUNICIPAL SERVICE BENEFIT UNITS; PROVIDING FOR THE ASSESSING OF ASSESSMENTS FOR THE PROVISION OF STREET LIGHTING SERVICES; PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENT BY THE NON-AD VALOREM ASSESSMENT PROCEDURE; PROVIDING FOR DEFINITIONS; PROVIDING FOR EXCEPTIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND, PROVIDING AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, AS FOLLOWS:**

**SECTION 1. FINDINGS.**

1. It is necessary to provide for the funding mechanism for the provision of street lighting within the Falling Leaves Court and Plantation Woods Phase III Subdivision.

2. The Santa Rosa County Board of County Commissioners finds that the most equitable method of providing such funding is through the creation of the Falling Leaves Court Street Lighting Municipal Service Benefit Unit (Units), and, Plantation Woods Phase III Subdivision Street Lighting Municipal Service Benefit Unit (Units) to include the properties depicted in the attached maps.

The Units will utilize non-ad valorem assessments to insure that all property owners benefiting from the street lighting shall fund the complete cost of such service.

Santa Rosa County is authorized by Chapters 125 & 197, Florida Statutes, to implement the provisions of this ordinance.

3. It is the purpose of this Ordinance to implement the provisions of Chapter 125 and 197, Florida Statutes, and the covenants contained in any ordinance, resolution, or indenture securing the issuance of financing for the project. This Ordinance is adopted under the

authority and power granted the Board under Section 125.01, Florida Statutes, and Section 197.3631, Florida Statutes and other applicable laws.

**SECTION 2. DEFINITIONS.**

For the purpose of this Ordinance, the definitions contained in this section shall apply unless otherwise specifically stated. When not inconsistent with the context words used in the present tense include the future tense, words in the plural number include the singular, and words in the singular number include the plural. Words used herein and not otherwise defined shall have the meaning given to them in the Act.

1. "ANNUAL STREET LIGHTING ASSESSMENT" means the annual assessment imposed upon a parcel of real property for the provision of street lighting services.

2. "ANNUAL STREET LIGHTING ASSESSMENT ROLL" means the list prepared by the County and confirmed by the Board containing a summary description of each parcel of real property within the unit, the name and address of the Owner of each such parcel as indicated on the records maintained by the Property Appraiser and the assessment authorized by this Ordinance against each parcel.

3. "BOARD" means the Board of County Commissioners of Santa Rosa County, Florida, or the governing body by any other name in which the general legislative powers of the County are vested.

4. "CLERK" means the Clerk of the Circuit Court of Santa Rosa County, Florida.

5. "COUNTY" means Santa Rosa County, Florida.

6. "GOVERNMENTAL AGENCY" any local, state, or federal agency.

7. "OWNER" means the person or persons owning an interest in real property located within the unit.

8. "PERSON" means an individual, partnership, corporation, joint venture, private or public service company or entity, however organized.

9. "PROPERTY APPRAISER" means the Property Appraiser of Santa Rosa County, Florida.

10. "RATE RESOLUTION" means the resolution adopted under the provisions of Section 6 of this Ordinance incorporating a schedule of annual assessments to be imposed upon the Owners of all Real Property in the Units.

11. "REAL PROPERTY" means all real property located in the units.

12. "TAX COLLECTOR" means the Tax Collector of Santa Rosa County, Florida.

13. "UNITS" means the Falling Leaves Court Street Lighting Municipal Service Benefit Unit and Plantation Woods Phase III Subdivision Street Lighting Municipal Service Benefit Unit.

### **SECTION 3. CREATION OF UNITS.**

Pursuant to Chapter 125, Florida Statutes, there is hereby established the Falling Leaves Court Street Lighting Municipal Service Benefit Unit and Plantation Woods Phase III Subdivision Street Lighting Municipal Service Benefit Unit. The boundaries of each Unit shall consist of the properties depicted in the attached maps.

### **SECTION 4. PURPOSE.**

It is the purpose of this Ordinance to establish a schedule of assessments to fund street lighting and to provide for a method and procedure for the collection of such established assessments.

### **SECTION 5. DETERMINATION OF ANNUAL ASSESSMENTS AND CHARGES; PUBLIC HEARING.**

A. It is hereby declared that the provision of funding for street lighting is a benefit and improvement to all real property in the Units regardless of use and occupancy of such property.

B. There is hereby imposed on the Assessment Date against each parcel in the Units an Assessment for the provision of street lighting services.

C. The amount of the Assessment imposed each Fiscal Year against each parcel shall be at the rate established in the Rate Resolution adopted pursuant to this ordinance.

**SECTION 6. ADOPTION OF RATE RESOLUTION AND ANNUAL STREET LIGHTING ASSESSMENT ROLL.**

A. The Rate Resolution shall fix and establish the Assessment to be imposed in each parcel category.

B. The Board shall adopt by resolution a tentative Rate Resolution establishing the Assessments proposed to be imposed against each parcel in the Units for the purpose of providing street lighting. Upon adoption by the Board of the tentative Rate Resolution, the County Administrator shall cause to be prepared a preliminary Annual Assessment Roll.

C. Upon the preparation of the preliminary Annual Assessment Roll, the Board shall hold a public hearing to adopt the Rate Resolution and the Annual Assessment Roll for the ensuing Fiscal Year. Notice of the proposed assessments shall be mailed to owners as required by Florida Statutes specifying the amount of the proposed assessment and the time and location of the public hearing. At such public hearing, the Board shall hear comments and objections from Owners and other members of the public as to the proposed Assessments. The Board shall also hear comments or objections from any Owner or member of the public as to the method of apportionment of the cost of funding the street lighting against any parcel within the units. The Board shall make such increase, decrease or revision to any proposed Assessment, as it shall deem necessary or appropriate and shall adopt a Rate Resolution. In addition, the Board shall make such changes, modifications or additions as necessary to conform the preliminary Annual Assessment Roll with the adopted Rate Resolution and this Ordinance. The Board may continue said public hearing to a date and time certain without the necessity of further public notice to allow prior to final adoption increases, decreases, or revisions to the tentative Rate Resolution or

for such other reason deemed necessary in the sole discretion of the Board. Upon completion of such public hearing the Board may approve the final rate resolution.

D. Notwithstanding the mailing or publication of a proposed schedule of assessments, the Board shall have full and absolute discretion at such public hearing to increase, decrease, or revise any proposed Street Lighting Assessment.

**SECTION 7. UTILIZATION OF STATUTORY COLLECTION PROCEDURES.**

A. The Collection of the Assessments shall be in the manner provided for the uniform collection of non-ad valorem assessment and in accordance with the provisions of Section 197.3632, Florida Statutes (Supp.)(1988), or its successor in function.

B. The collection of Assessments pursuant to this section shall be subject to all collection procedures of Chapter 197, Florida Statutes, including provisions relating to discount for early payment, prepayment by installment method, deferred payment penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for nonpayment.

C. The Tax Collector shall include on the Notice of Ad Valorem Tax and Non-Ad Valorem Assessments mailed under Section 197.3635, Florida Statutes (Supp.)(1988), or its successor in function, the Assessment for each parcel listed on the Real Property Assessment Roll as incorporated on the Annual Assessment Roll.

**SECTION 8.** All street lighting services provided shall be completely funded by the assessments established pursuant to this ordinance.

**SECTION 9. CODIFICATION.**

The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section", "article", or any other appropriate word.

**SECTION 10. SEVERABILITY.**

If any provision of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision and such holding shall not affect the validity of any other provision and to that end the provisions of this Ordinance are hereby declared to be severable.

**SECTION 11. EFFECTIVE DATE.**

This Ordinance shall take effect upon the filing of a certified copy of this Ordinance with the Department of State within ten (10) days after enactment.

**PASSED AND ADOPTED** by a vote of \_\_\_ yeas and \_\_\_ nays, and \_\_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida, this \_\_\_ day of June, 2012.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

By \_\_\_\_\_  
Chairman

**ATTEST:**

\_\_\_\_\_  
Clerk

I, Mary M. Johnson, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and a copy deposited in the Postal Department of the United States of America for delivery by registered mail to the Secretary of State of Florida, on this \_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Clerk of Court

**Diane Ebentheuer**

2012-116

**From:** Diane Ebentheuer  
**Sent:** Wednesday, May 30, 2012 2:39 PM  
**To:** 'J. Marker'  
**Cc:** 'rfrederick@in-pipe.com'  
**Subject:** Woodbine Springs Proposed MSBU Count

Mr. Frederick,

I have completed the count for your project.

- 251 "Yes" signatures of the 383 Santa Rosa County Residents (only 230 were required to meet the 60%)
- 14 "No" signatures
- 15 "Rejected" signatures (duplicates, signature didn't match data, address not matching, not checked Yes/No, .....

As we discussed---please provide me a written outline of where the project is so far and then a time/date projection.

Thank you,

**Diane Ebentheuer**  
**Budget Department**  
**Santa Rosa County**  
6495 Caroline Street, Suite L  
Milton, FL 32570  
850-983-1853  
[dianee@santarosa.fl.gov](mailto:dianee@santarosa.fl.gov)

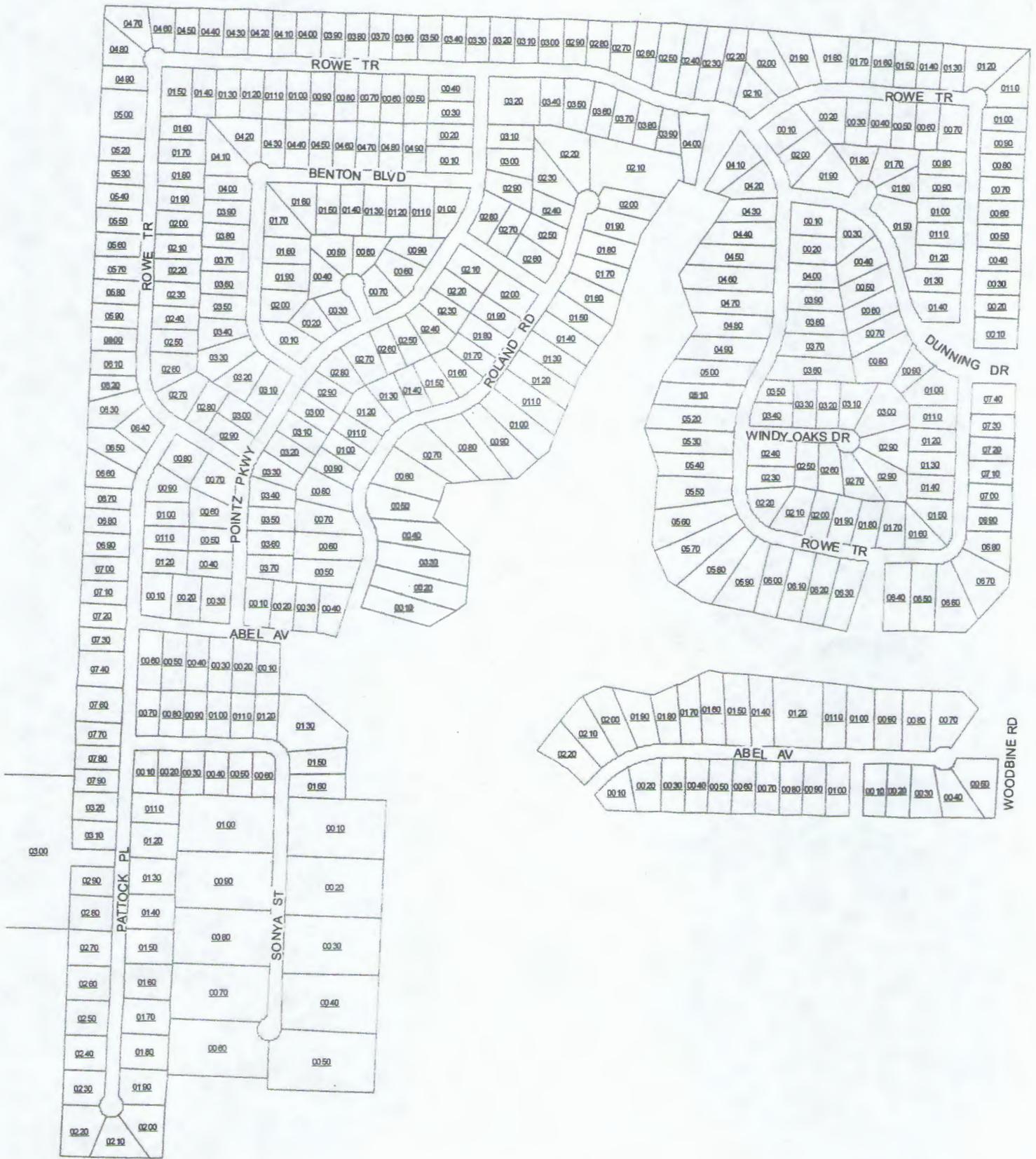
**WOODBINE SPRINGS PLANTATION  
PROPOSED SCHEDULE FOR DAM PROJECT**

1. 5-31-2012- PERMIT APPLICATION CURRENTLY IN PROGRESS WITH NORTHWEST FLORIDA WATER MANAGEMENT.
2. EXPECTED APPROVAL DATE- ON OR BEFORE 6-15-2012
3. UPON VERBAL APPROVAL, PLANS AND SPECS WILL BE SUBMITTED FOR BIDS
4. ANTICIPATED BID RETURN DATE, ON OR BEFORE 7-02-2012
5. HOA CONTRACTOR SELECTION ON OR BEFORE 7-10-2012
6. PROJECT COMMENCEMENT ASAP AFTER CONTRACTOR SELECTION, DEPENDANT UPON FUNDING DATE BY THE COUNTY.
7. EXPECTED PROJECT DURATION 2-4 WEEKS.

JEFF MARKER  
WBSP HOA  
TREAS/PROJECT CHAIR

2012-116

# Woodbine Springs Drainage and Road Improvement MSBU





2012-116

**SANTA ROSA COUNTY  
BOARD OF COMMISSIONERS  
OFFICE OF MANAGEMENT & BUDGET**



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

Santa Rosa Administrative Offices  
6495 Caroline Street, Suite L  
Milton, FL 32570-4592

Hunter Walker, County Administrator  
Angela J. Jones, County Attorney  
Joel D. Haniford, OMB Director

**MEMORANDUM**

Date: May 22, 2012

To: Hunter Walker, County Administrator

From: Diane Ebentheuer *De*

Through: Jayne Bell, Budget Director *JB*

Subj: Emergency MSBU for Woodbine Springs S/D

- o Request approval for establishing Fund 153 for Woodbine Springs Drainage and Road Improvement MSBU to repair their dam
- o Request process of a Budget Amendment to loan \$200,000 (estimate of costs) to Fund 153 until loan can be obtained in new fiscal year beginning October 2012.

Fund 101	9101-599001	Reserve for Contingencies	(\$200,000)
	9101-59100xxx	Transfer to Woodbine Springs MSBU	\$200,000
Fund 153	153- 384000	Debt Proceeds	\$200,000
	8416- 534001	Other Contractual Services	\$200,000

Funds emergency repair of Woodbine Springs S/D dam from Road and Bridge Reserves until MSBU is established and loan is obtained.



**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  
June 11, 2012

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 June 14, 2012 at 9:00 a.m. in Milton, Florida.

1. Discussion of Impact Fee Area 1 rural turn lane project priorities. (Attachment A)
2. Discussion of contract award for the Berryhill Road Realignment to Roads Inc. in the amount of \$1,888,879.05 as the low bidder meeting specifications. (Attachment B)
3. Recommend approval of Paved Road and Drainage Maintenance for Summerset Estates 1<sup>st</sup> Addition, a 62 lot subdivision of a portion of Sections 20, 21, 28 & 29, Township 2 South, Range 27 West, Santa Rosa County, Florida. (Working District 5)

Location: 6 miles, more or less, West on U.S. 98 from Highway 87, property on the South side of U.S. 98.

Twin Pine Boulevard	984 LF±
Barefoot Court	362 LF±
Marie Drive	1326 LF±
Beachcomber Drive	1051 LF±
Ripple Court	138 LF±



# SANTA ROSA COUNTY ENGINEERING

SANTA ROSA COUNTY, FLORIDA

6051 OLD BAGDAD HWY., STE. 300

MILTON, FLORIDA 32583

www.santarosa.fl.gov

## MEMO

TO: Roger Blaylock

FROM: Chris Phillips *CP*

DATE: June 7, 2012

RE: Impact Fee Area 1 (Rural) Turnlane Project Priorities

---

The following are in priority order for expenditure of the Area 1 transportation impact fees. The total funds available are \$317,833 as of the end of April 2012.

1. The intersection of County Road 182 (Allentown Rd) and State Road 89 in Allentown (at the existing flashing caution light). There will be left turnlanes on Hwy 89 both south and north bound to make a left onto Hwy 182.
2. The intersection of County Road 178 and State Road 89. There will be left turnlanes on Hwy 89 both south and north bound to make a left onto Hwy 178.
3. The intersection of County Road 182 (Allentown Rd) and State Road 87. There will be a north bound left turn lane to make a left onto Hwy 182 and a south bound right turn lane to make a right onto Hwy 182 from Hwy 87.

These projects will be designed in-house and permitted through FDOT. These projects will be bid with Priority 1 being the base bid and the other two project being Alternate Bid Items. Alternates will be selected based on funding available.

# IMPACT FEE TURN LANE PROJECTS

Impact Fee Area 1 (Rural)



Planning, Zoning  
and  
Development Division  
May 24, 2012



INNOVATIVE INFRASTRUCTURE SOLUTIONS

6

June 1, 2012

Mr. Michael Schmidt, PE  
Assistant County Engineer/Transportation Director  
Santa Rosa County Engineering Department  
6051 Old Bagdad Hwy, Suite 300  
Milton, FL 32583

**RE: Santa Rosa County Project No. 2005-034;  
Berryhill Road Realignment**

Dear Mr. Schmidt:

Please find enclosed the bid tabulation for the above referenced project. Bids were received from the following contractors:

**Panhandle Grading and Paving, Inc., Hosea O. Weaver and Sons, Inc., Roads, Inc. and Gulf-Atlantic Constructors, Inc.**

**Roads, Inc. submitted a low bid, including base bid, all bid options and the utilities, in the amount of \$1,888,879.05.** After Baskerville-Donovan, Inc. checked the bids, Roads Inc. submitted bid of \$1,888,879.05 was found to be correct.

We therefore recommend that the Santa Rosa County Commission award bid, including the base bid, all bid option and the utilities, to **Roads Inc.**, for the low bid amount of \$1,888,879.05.

Please advise as to the County's disposition on this matter. If you have any questions, please feel free to contact Baskerville-Donovan, Inc.

Sincerely,  
**BASKERVILLE-DONOVAN, INC.**

David E. Labo, PE  
Senior Project Manager

DEL

Encl.

File

I:\143\14309,01\Correspondence\Award Letter and Bid Tab.doc

**BID OPENING**  
**May 30, 2012**  
**Milton, Florida**

Present: Procurement Officer; Budget Analyst II; Linda Traweek representing Gulf-Atlantic Constructors; Dave Labo representing Baskerville-Donovan, Inc.; Stephanie Weaver representing Hosea O. Weaver and Sons, Inc.; Steven Hite representing Panhandle Grading and Paving, Inc.; Craig Helms representing Roads, Inc. of NWF; Bobby Godfrey representing Panhandle Grading and Paving, Inc.; Pete DiMario representing Consolidated Pipe; Crayton Brogelon representing Consolidated Pipe; Michael Schmidt representing Santa Rosa County Engineering; and Jim Waite representing Baskerville Donovan, Inc. The meeting took place at 10:00 a.m.

The purpose of the meeting was to open bids for Berryhill Road Realignment Project. Bids were received from the following:

**Berryhill Road Realignment:**

1. Roads, Inc. of NWF	\$1,076,790.45	Base Bid
2. Panhandle Grading and Paving, Inc.	\$1,141,036.50	Base Bid
3. Gulf-Atlantic Constructors, Inc.	\$1,418,545.75	Base Bid
4. Hosea O. Weaver and Sons, Inc.	\$1,589,499.80	Base Bid

**BERRYHILL ROAD REALIGNMENT**  
**BID TABULATION**

**6/6/2012**

	Description	Contract Length	Roads Inc. of NW FL
Base Bid	Realignment of 5 Points Intersection	180 Days	\$1,076,790.45
Bid Option #1	Vinewood Pond	+30 Days	\$290,413.30
Bid Option #2	Outfall Ditch to Vinewood Pond	+30 Days	\$210,906.30
Bid Option #3	Revise Ditch along Woodbine	+30 Days	\$78,614.00
Utilities	Pace Water to reimburse	+30 Days	\$232,155.00

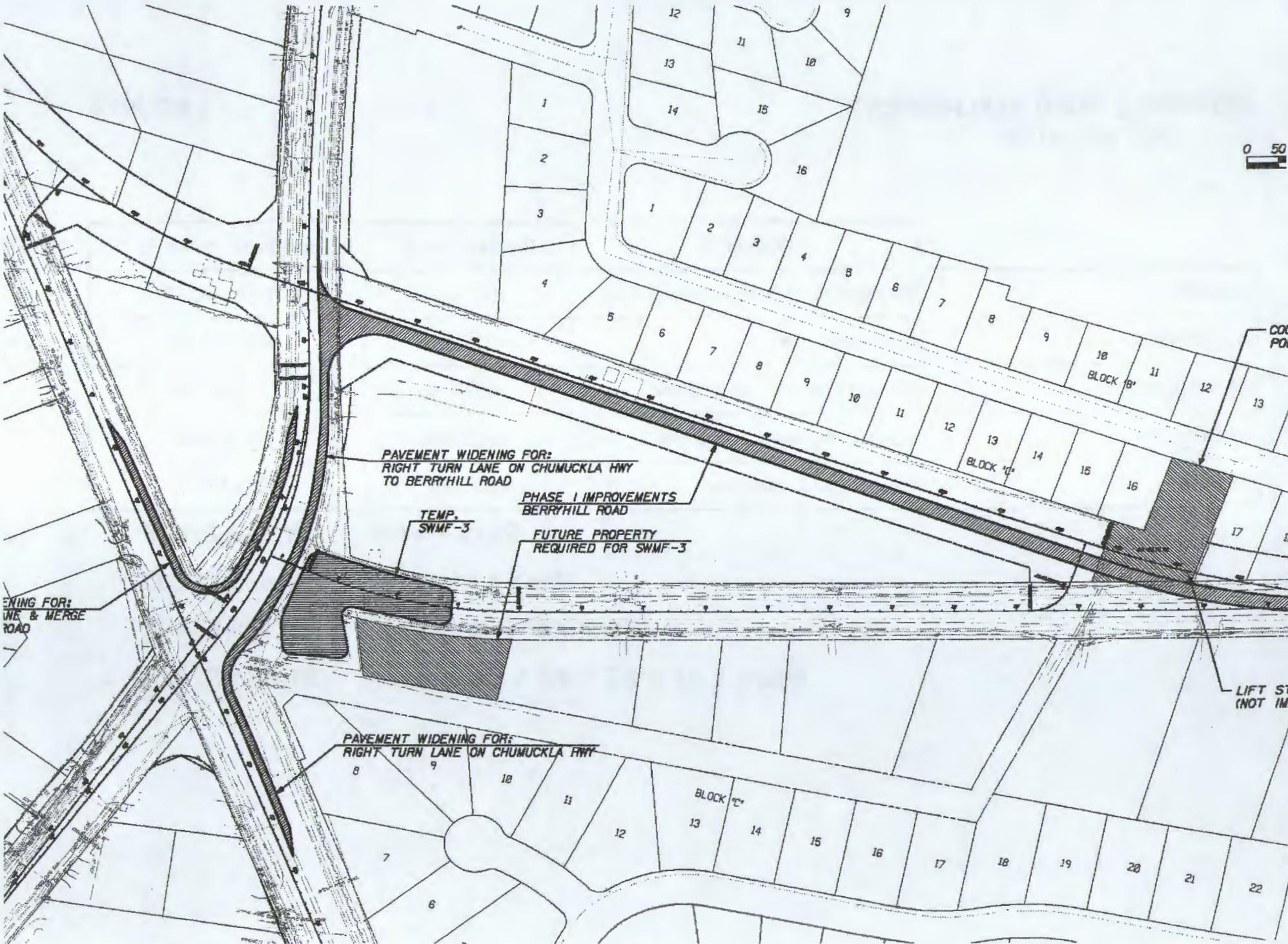
**Base + #1 = \$1,367,203.75**

**Base + #1 + #2 = \$1,578,110.05**

**Base + #1 + #2 + #3 = \$1,656,724.05**

**Base + #1 + #2 + #3 + Utilities = \$1,888,879.05**

0 50



PAVEMENT WIDENING FOR:  
RIGHT TURN LANE ON CHUMUCKLA HWY  
TO BERRYHILL ROAD

TEMP.  
SWMF-3

PHASE I IMPROVEMENTS  
BERRYHILL ROAD

FUTURE PROPERTY  
REQUIRED FOR SWMF-3

PAVEMENT WIDENING FOR:  
RIGHT TURN LANE ON CHUMUCKLA HWY

WIDENING FOR:  
JVE & MERGE  
ROAD

LIFT ST  
(NOT IMP)

## **AGENDA**

**Santa Rosa County  
Public Services Committee  
Meeting, June 11, 2012, 9:00 A.M.**

### **DEVELOPMENT SERVICES**

1. Discussion of proposed Jay Public Transportation Shuttle Service.

### **EMERGENCY MANAGEMENT**

2. Recommend acceptance of EMPA and EMPG Grant funding and agreement in the amount of \$105,806 and \$72,785 respectively and authorize signature of all related documentation.



# Department of Public Services

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



**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Nancy Model, Transportation Planner  
**THROUGH:** Beckie Cato, Planning Director  
**DATE:** May 31, 2012  
**RE:** Proposed Jay Public Transportation Shuttle Service

## RECOMMENDATION

That the Board approve staff's request to work with the Jay Town Council and the Town of Century on a proposed Jay Public Transportation Shuttle Service.

## BACKGROUND

In July 2010, the BOCC approved staff to work on a needs assessment for a public transportation service serving the northern rural area of the county. The request for the needs assessment came from the Northwest Florida Rural Health Network which meets quarterly in Jay. The Rural Health Network serves Escambia, Santa Rosa, Okaloosa, and Walton Counties. Staff interviewed the Rural Health Network Executive Director, met with the Jay Town Council, held a public hearing, reviewed findings of the 2008 Santa Rosa Transit Feasibility Study conducted by the USF Center for Urban Transportation Research, and reviewed reports of trips denied in the current door-to-door paratransit service. Participants in the needs assessment confirmed the need and further identified the need to travel to Milton/Pace and between Jay and Century.

Since then, staff developed an operational concept of a shuttle service as follows: (1) between the northern rural area of the county and Pace/Milton two days per week and (2) between Jay and Century three days per week. The operating cost is estimated to be \$6,000 per month, and the Rural Health Network has offered to pay \$3,000 per month for six months. The other \$3,000 per month would come from the federal Section 5311 grant. The capital cost is estimated to be \$7,800 or \$15,600 toward the purchase of one or two vehicles. The \$7,800 or \$15,600 represents 10% local match. Eighty percent of the vehicle cost would be paid by a federal grant and 10% by the state. A source is yet to be identified for the 10% local match. Below is a table of the total costs and how they would be funded:

Expense	Estimated cost	Source of funds
Operations: drivers' salaries, insurance, fuel, maintenance	\$6,000 per month	50% from Section 5311 Federal Grant and 50% from NWF Rural Health Network
One or two vehicles	\$78,000 or \$156,000	80% from Section 5311 Federal Grant, 10% state match, and 10% local match

**Animal Services**  
Dominic Persichini  
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**  
Sheryl Bracewell  
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) 981-7075

**Veterans Services**  
Karen Haworth  
Director  
6051 Old Bagdad Hwy,  
Ste 204  
Milton, FL 32583  
(850) 981-7155

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

## NEXT STEPS

If approved by the Board, county staff will move forward with the following steps:

1. To request the Jay Town Council and the Town of Century to provide the 10% local match for purchase of vehicles and to coordinate with Escambia County.
2. To prepare the Section 5311 grant application due next January with memoranda of agreement showing support from the NWF Rural Health Network for the 50% operating match and from an entity who will provide the 10% local match for the vehicle(s). Staff annually brings the 5311 grant application to the Board for approval in December or January.
3. If the grant application is approved by the Florida Department of Transportation (FDOT), who administers Section 5311 funds, the vehicles could be ordered after July 1, 2013 and service could start the following fall or winter. As is the case with the current 5311 grant, the county would pay costs and apply for reimbursement to FDOT.

Please note this grant application would be in addition to the annual amount requested for the existing 5311 service in the rural areas of the county and the need for replacement of existing 5311 vehicles. A public transportation shuttle service would be open to all, not limited to transportation disadvantaged residents.

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Director

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**Tony Gomillion, Director**

To: Santa Rosa County Board of County Commissioners  
From: Sheryl Bracewell, Director, Emergency Management  
Through: Tony Gomillion, Director, Public Services  
Re: Emergency Management Program Assistance (EMPA) and  
Emergency Management Program Grant (EMPG)  
Date: June 14, 2012

## RECOMMENDATION

Request that the Board of County Commissioners accept EMPA grant funding in the amount of \$105,806, EMPG grant funding in the amount of \$72,785 for the 2012/13 Fiscal Year, approve the Scope of Work included in the agreements which are available for review, and authorize signature of all related documentation for each agreement.

## BACKGROUND

The purpose of these annual program grants is to enhance local emergency management functions. These are matching grants and are based on the condition that Santa Rosa County performs the tasks in accordance with each Scope of Work. Both agreements begin July 1, 2012 and will expire June 30, 2013 in alignment with legislative appropriations.

## COMPLETION

Four (4) copies of each agreement have been routed to the county attorney for review and for the Chairman's signature. The project will be managed by DEM staff.

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Director

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

AGENDA  
PUBLIC WORKS COMMITTEE

June 11, 2012

Chairman: Commissioner Lynchard

Vice Chairman: Commissioner Melvin

1. Discussion of Amendment #1 to annual contract WS689 with Florida Department of Corrections regarding term and compensation for three inmate work squad supervisors.
2. Discussion of encroachment into drainage easement at 1756 Joybrook Road.



FLORIDA  
DEPARTMENT of  
CORRECTIONS

Governor  
**RICK SCOTT**

Secretary  
**KENNETH S. TUCKER**

*An Equal Opportunity Employer*

501 South Calhoun Street • Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

June 4, 2012

Avis Whitfield  
Santa Rosa County, Board of County Commissioners  
6075 Old Bagdad Highway  
Milton, Florida 32553  
Telephone: (850) 994-5721

**RE: Work Squad Contract #WS689**

Dear Ms. Whitfield:

Enclosed for signatures are two (2) originals of Work Squad Contract WS689 Amendment #1 to renew your current Contract between the Department of Corrections and your agency. The effective date of this Amendment will be **September 23, 2012.**

To provide a seamless transition in contracting, please have **both originals** of the enclosed contracts **signed** and **returned** to this office, via Express Mail, by July 5, 2012. If your agency requires a longer period for approval and execution of the enclosed documents, please contact me at the telephone number shown below to request an alternate date upon which our office can expect submission. Once this Contract has been executed by the Department, one (1) executed original of the Contract will be returned to your agency.

As a reminder, please be advised:

- to include the Contract #(WS689) on all correspondence;
- to include the FEID Number on the signature page;
- that changes to the scope of services cannot be made except through a formal Contract amendment, executed by both parties, and issued by this office; and
- that services may not be provided after the expiration date unless the Contract has been extended or renewed.

If there are any questions, please call me at (850) 717-3661.

Sincerely,

Cristy Williams, GOC I  
Bureau of Procurement and Supply  
Enclosure

CONTRACT AMENDMENT BETWEEN  
THE DEPARTMENT OF CORRECTIONS  
AND  
SANTA ROSA COUNTY,  
BOARD OF COUNTY COMMISSIONERS

This is an Amendment to the Contract between the Florida Department of Corrections ("Department") and Santa Rosa County, Board of County Commissioners ("Agency") to provide for the use of inmate labor in work programs.

This Amendment:

- renews the Contract for one (1) year pursuant to **Section I., B., Contract Renewal**;
- revises the end date of the Contract referenced in **Section I., A., Contract Term**; and
- replaces Addendum A with Revised Addendum A, effective September 23, 2012.

Original contract period: September 23, 2011 through September 22, 2012

In accordance with **Section V., CONTRACT MODIFICATIONS**, the following changes are hereby made:

1. **Section I., A., Contract Term**, is hereby revised to read:

A. This Contract began September 23, 2011 and shall end at midnight on September 22, 2013.

This Contract is in its final renewal year.

2. **Section IV., B., Department's Contract Administrator**, is hereby revised to read:

The Chief, Bureau of Procurement and Supply is designated Contract Administrator for the Department and is responsible for maintaining a Contract file on this Contract service and will serve as a liaison with the Contract Manager for the Department. The address and telephone number of the Department's Contract Administrator for this Contract is:

Chief, Bureau of Procurement and Supply  
Florida Department of Corrections  
501 South Calhoun Street  
Tallahassee, Florida 32399-2500  
Telephone: (850) 717-3700  
Fax: (850) 488-7189

3. Pursuant to **Section III., Compensation, A., 5**, the rate of compensation is amended to reflect the rates indicated in Revised Addendum A. Addendum A is hereby replaced with Revised Addendum A, effective September 23, 2012.

All other terms and conditions of the original Contract remain in full force and effect.

This Amendment shall begin on the date on which it is signed by both parties.

IN WITNESS THEREOF, the parties hereto have caused this Amendment to be executed by their undersigned officials as duly authorized.

AGENCY: SANTA ROSA COUNTY, BOARD OF  
COUNTY COMMISSIONERS



SIGNED BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
FEID #: \_\_\_\_\_

**DEPARTMENT OF CORRECTIONS**

Approved as to form and legality,  
subject to execution.

SIGNED BY: \_\_\_\_\_  
NAME: **Kenneth S. Tucker**  
TITLE: **Secretary  
Department of Corrections**  
DATE: \_\_\_\_\_

SIGNED BY: *Jennifer A. Parker*  
NAME: **Jennifer A. Parker**  
TITLE: **General Counsel  
Department of Corrections**  
DATE: 5/16/12

**Revised Addendum A**

**Inmate Work Squad Detail of Costs for Santa Rosa County, BOCC  
Interagency Contract Number WS689 AMD#1 Effective September 23, 2012**

\*\*\*ENTER MULTIPLIERS IN SHADED BOXES ONLY IF TO BE INVOICED TO AGENCY\*\*\*

**I. CORRECTIONAL WORK SQUAD OFFICER SALARIES AND POSITION RELATED-EXPENSES  
TO BE REIMBURSED BY THE AGENCY:**

	# Officer: Multiplier	Per Officer Annual Cost	Total Annual Cost
Officers Salary	3	\$ 54,194.00 **	\$ 162,582.00
Salary Incentive Payment		\$ 1,128.00	\$ 3,384.00
Repair and Maintenance		\$ 121.00	\$ 363.00
State Personnel Assessment		\$ 399.00	\$ 1,197.00
Training/Criminal Justice Standards		\$ 200.00	\$ 600.00
Uniform Purchase		\$ 400.00	\$ 1,200.00
Uniform Maintenance		\$ 350.00	\$ 1,050.00
Training/Criminal Justice Standards *		\$ 1,642.00	
Technology Fee		\$ 462.00	\$ 1,386.00
<b>TOTAL - To Be Billed By Contract To Agency</b>		<b>\$ 58,896.00</b>	<b>\$ 171,762.00</b>

\*Cost limited to first year of contract as this is not a recurring personnel/position cost.

\*\* Annual cost does not include overtime pay.

IA. **The Overtime Hourly Rate of Compensation for this Contract is \$31.85, if applicable.** (The Overtime Hourly Rate of Compensation shall include the average hourly rate of pay for a Correctional Officer and the average benefit package provided by the department, represented as time and one half for purposes of this Contract.)

**II. ADMINISTRATIVE COSTS TO BE REIMBURSED BY THE AGENCY:**

Costs include but may not be limited to the following:  
Rain coats, staff high visibility safety vest, inmate high visibility safety vest, fire extinguisher, first aid kit, personal protection kit, flex cuffs, warning signs, handcuffs, Igloo coolers, portable toilets, insect repellants, masks, vaccinations, and other administrative expenses.

**TOTAL - To Be Billed By Contract To Agency**

Number Squads	Total Annual Cost
3	\$ 2,250.00
	<b>\$ 2,250.00</b>

**III. ADDITIONAL AGENCY EXPENSES:**

Tools, equipment, materials and supplies not listed in Section II above are to be provided by the Agency.

CELLULAR PHONE WITH SERVICE REQUIRED: YES  NO   
ENCLOSED TRAILER REQUIRED: YES  NO

**Revised Addendum A  
 Inmate Work Squad Detail of Costs for Santa Rosa County, BOCC  
 Interagency Contract Number WS689 AMD#1 Effective September 23, 2012**

**IV. OPERATING CAPITAL TO BE ADVANCED BY AGENCY:**

		Per Unit Cost	Number of Units
Hand Held Radio	MACOM	\$4833.00	
Vehicle Mounted Radio	MACOM	\$5119.00	3
<b>TOTAL Operating Capital To Be Advanced By Agency</b>			

Total Cost
\$ -
\$ -
\$ -

Bill To Agency	Provided By Agency	Already Exists
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**V. TOTAL COSTS TO BE ADVANCED BY AGENCY:**

- Operating Capital - from Section IV.
- Grand Total - To Be Advanced By Agency At Contract Signing:**

Total Cost
\$0.00
\$0.00

**VI. TOTAL COSTS TO BE BILLED TO AGENCY BY CONTRACT:**

- Correctional Officer Salaries and Position-Related Expenses - from Section I.
- Other Related Expenses and Security Supplies - from Section II.
- Grand Total - To Be Billed To Agency By Contract:**

Total Cost
\$171,762.00
\$2,250.00
\$174,012.00

**VII. TOTAL OF ALL COSTS ASSOCIATED WITH CONTRACT:  
 (Total of Sections V. and VI.)**

\$174,012.00
--------------

**VIII. OVERTIME COSTS:**

If the contracting Agency requests overtime for the work squad which is approved by the Department, the contracting Agency agrees to pay such costs and will be billed separately by the Department for the cost of overtime.

**Addendum A - INSTRUCTIONS**  
**Inmate Work Squad Detail of Costs for Santa Rosa County, BOCC**  
**Interagency Contract Number WS689 AMD#1 Effective September 23, 2012**

- Section I.** Costs in this section are determined each fiscal year by the Budget and Management Evaluation Bureau and are fixed. By entering the number of Officers required for this contract, the spreadsheet will automatically calculate the "Total Annual Cost" column. If this Work Squad is beyond the first year of existence, enter a zero (0) in the "Total Annual Cost" column for "Training/Criminal Justice Standards" after you have entered the "# Officers Multiplier".
- Section II.** Safety and environmental health procedures require safety measures such as the use of safety signs, vests, and clothing. The Department's procedure for Outside Work Squads requires that all Work Squad Officers be responsible for ensuring their squad is equipped with a first aid kit and a personal protection equipment (PPE) kit. Section II identifies such required equipment. A new squad must be sufficiently equipped and an on-going squad must be re-supplied when needed. Type in the number of squads used for this contract and the spreadsheet will automatically calculate the fixed annual expense of \$750.00 per squad and place the total in Section VI.
- Section III.** Check "Yes" or "No" to indicate whether a Cellular Phone with Service and/or an Enclosed Trailer is required by the Contract Manager.
- Section IV.** The Department's procedure for Outside Work Squads requires that they have at least one (1) primary means of direct communication with the Institution's Control Room. Communication via radio and/or cellular phone is appropriate. It is preferred that a backup, secondary means of communication also be available. It is the Agency's responsibility to provide them. If the Department purchases a radio(s), the Agency must fund the purchase at the time the Contract is signed. Check the box for the type of radio and fill in the Per Unit Cost for the type of radio, Number of Units, and Total Cost columns. Leave the Total Cost column blank if a radio(s) is not being purchased at this time. Check applicable boxes ("Bill to Agency", "Provided by Agency" and "Already Exists") for each radio.  
**NOTE:** All radio communication equipment owned or purchased by the Agency that is programmed to the Department's radio frequency and used by the work squad(s), whether purchased by the Department or the Agency, shall be IMMEDIATELY deprogrammed by the Department at no cost to the Agency upon the end or termination of this Contract.
- Section V.** The total funds the Agency must provide at the time the contract is signed will be displayed here when the form is properly filled out.
- Section VI.** The total funds the Agency will owe contractually, and pay in equal quarterly payments, will be displayed here.
- Section VII.** The total funds associated with the Contract, to be paid by the Agency as indicated in Sections V. and VI., will be displayed here.
- Section VIII.** Any agreement in this area will be billed separately as charges are incurred.

**Avis Whitfield**

---

**From:** Avis Whitfield  
**Sent:** Monday, June 04, 2012 3:46 PM  
**To:** Angie Jones  
**Cc:** Stephen Furman; Merry Beth Andrews; Hunter Walker  
**Subject:** FW: 1756 Joybrook Road

**Attachments:** 8509398797\_120521\_513403690.pdf; 2012-05-24\_11-49-57\_897.jpg; 2012-05-24\_11-49-52\_87.jpg



8509398797\_1 2012-05-24\_1 2012-05-24\_1  
21\_513403690.19-57\_897.jpg (19-52\_87.jpg (3

Angie,

This will be on our agenda for the BOCC meeting next week. We will recommend a letter of no objection but have it contingent on an agreement that will hold the County harmless for any damages that may occur to any part of the property due to maintenance within the easement. Can you provide an appropriate agreement? Should the agreement be recorded in a manner that it will travel with the deed?

Avis Whitfield  
Director  
Santa Rosa County Public Works

-----Original Message-----

**From:** Stephen Furman  
**Sent:** Thursday, May 24, 2012 3:14 PM  
**To:** Angie Jones  
**Cc:** Avis Whitfield; Merry Beth Andrews  
**Subject:** 1756 Joybrook Road

Angie, we were contacted by the realtor for the seller at 1756 Joybrook Road requesting that the Board approve of in some manner the encroachments into our drainage easements that encumber the south and east property lines of Lot 11, Block B, Magnolia Harbor Subdivision. You will note on the survey that there is a 0.2 foot encroachment on the south easement, and a 0.8 foot encroachment on the east side. These encroachments are the physical house structure so the eave overhangs extend an additional 1.5 feet into the easement. The photos show that there are also an air conditioner and irrigation well located in the easement.

Stephen

Stephen L. Furman P.E.  
Assistant Public Works Director  
Santa Rosa County  
(850) 626-0191 Ext. 101

Contact person

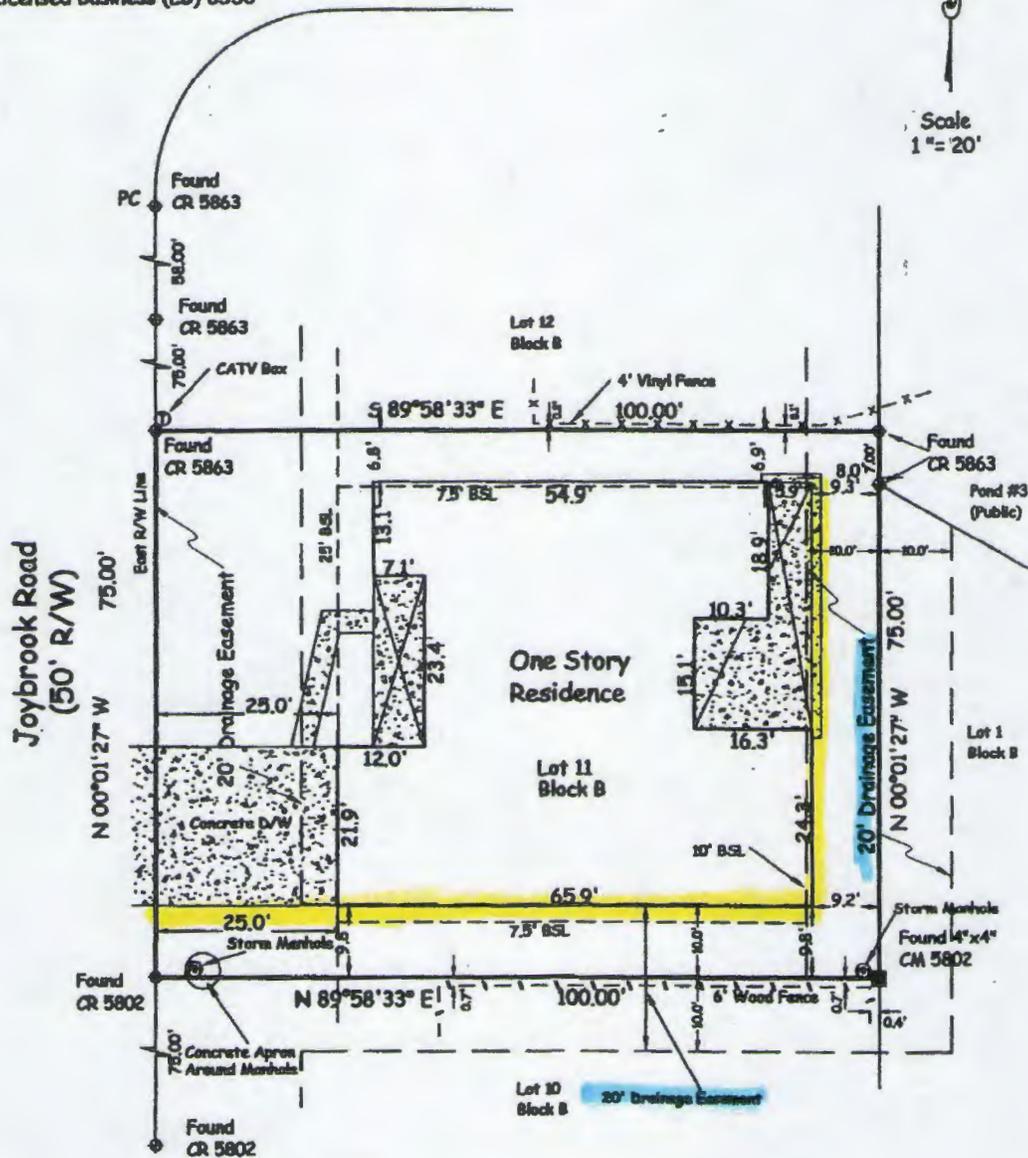
Barbara A. Barlow  
Fla Licensed Agent/Closer  
Odom & Barlow, P.A.  
850-936-4004 office  
850-291-1139 cell  
866-864-3632 FAX

# W W Curle Land Surveying, Inc.

1900 Hwy 87, Ste M  
Navarre, Florida 32566  
(850) 939-8787  
(850) 939-8797 Fax  
www.curle@bellsouth.net  
Licensed Business (L.B) 6550

## Magnolia Harbor Drive (50' R/W)

Scale  
1" = 20'



**LEGAL DESCRIPTION:**  
LOT 11, BLOCK B, MAGNOLIA HARBOR, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, AT PAGE 96, OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA.

- LEGEND:**
- BLDG BUILDING
  - B.S.L. BUILDING SET-BACK LINE
  - CR CONCRETE MONUMENT
  - CR 1/4" CAPPED ROD (UNLESS NOTED)
  - D USED CALL
  - D/U DRAINAGE UTILITIES
  - MCR MULTIPLE CAPPED ROD
  - N/D NAIL AND DIMS
  - F FIELD MEASUREMENT
  - IP IRON PIPE
  - IR IRON ROD
  - L ARC LENGTH
  - P FLAT DIMENSION
  - PC POINT OF CURVATURE
  - POP PERMANENT CONTROL POINT
  - POB POINT OF BEGINNING
  - POC POINT OF COMMENCEMENT
  - PRM PERMANENT REFERENCE MARKER
  - PT POINT OF TANGENCY
  - RAD RADIAL
  - R RANGE OR RADIUS
  - R/W RIGHT-OF-WAY
  - S/D SURVEILSION
  - SEC SECTION
  - TYP TYPE

- GENERAL NOTES:**
- 1) NO TITLE RESEARCH HAS BEEN PERFORMED BY THIS FIRM.
  - 2) MEASUREMENTS ARE IN ACCORDANCE WITH U.S. STANDARDS.
  - 3) UNDERGROUND STRUCTURES AND IMPROVEMENTS NOT LOCATED UNLESS NOTED.
  - 4) NOTICE: THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.
  - 5) THE ACCURACY OF MEASUREMENTS PERFORMED MEETS THE REQUIREMENTS FOR CLOSURE.
  - 6) DATA SHOWN OUTSIDE THE DESCRIBED PROPERTY IS SHOWN FOR INFORMATIONAL PURPOSES ONLY.
  - 7) FIELD MEASUREMENTS AGREE WITH RECORD MEASUREMENTS UNLESS NOTED ON DRAWINGS.
  - 8) ENCROACHMENTS ARE AS SHOWN ON THE DRAWINGS.
  - 9) THIS IS A BOUNDARY SURVEY.
  - 10) FIELD DATE IS MAY 01, 2012.
  - 11) FIELD BOOK 484/53.
  - 12) BEARINGS ARE REFERENCED TO THE EAST R/W LINE OF JOYBROOK ROAD.
  - 13) THE ABOVE DESCRIBED PARCEL IS LOCATED IN FLOOD ZONE "X", AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, ACCORDING TO MAPS PUBLISHED BY FEMA, COMMUNITY-PANEL NO. 120274 0866 G, REVISED DECEMBER 07, 2006.
  - 14) FLOOD ZONE INFORMATION TO BE USED FOR RATES ONLY. NO CERTIFICATION AS TO RISK IS BEING MADE.
  - 15) THIS PLAT IS THE EXCLUSIVE PROPERTY OF W. W. CURLE LAND SURVEYING, INC. AND IS TO BE USED ONLY FOR THE PURPOSE CONTRACTED FOR. NO REPRODUCTIONS, IN WHOLE OR IN PART, MAY BE MADE WITHOUT EXPRESSED WRITTEN PERMISSION.

CERTIFIED TO:  
ODOM & BARLOW, PA  
CHICAGO TITLE INSURANCE COMPANY  
MORTGAGE ONE OF THE SOUTH INC  
MARSHA L WARREN  
ROBERT E OSTRANDER

Drawing No. 12-0213

Ordered By Keller Williams Realty

Not valid without the signature and the original raised seal of a Florida Licensed Surveyor and Mapper

*W. W. Curle, Jr.*

W.W. Curle, Jr. PSM 5096  
James B. Cunningham PSM 6501



A/C + water well in southern drainage easement

# ..GoSpatial v3 - Santa Rosa Cou



# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Melvin  
Vice Chairman: Commissioner Williamson

June 11, 2012

## **Bid Actions:**

- 1) Discussion of bids received for HOME Program / Housing Reconstruction Project located at 4381 Pine Villa Circle in Pace. Low bidder meeting specifications is Design Home Builders, Inc. with a bid of \$23,210.
- 2) Discussion of bids received for HOME Program / Housing Reconstruction Project located at 5231 Catalina Street in Pace. Low bidder meeting specifications is Design Home Builders, Inc. with a bid of \$15,155.
- 3) Discussion of bids received for the ADA Renovations to the Courthouse.

## **Budget:**

- 4) Discussion of Budget Amendment 2012 – 116 in the amount of \$200,000 for the emergency repair of Woodbine Springs S/D from the Road and Bridge Reserves until MSBU is established and loan is obtained.
- 5) Discussion of Budget Amendment 2012 – 117 in the amount of \$44,743 to carry forward prior year program income and interest, and recognizes current year program income and interest (7/1/2011 through 5/31/2012); and reallocates strategy balances to substantial Rehabilitation and SHIP Administration.

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

- 6) Recommend approval of County Expenditures / Check Register

1

**PROCUREMENT RECOMMENDATION**

1. **PRODUCT/SERVICE:** HOUSING REHAB / HOME PROJECT LOCATED AT 4381 PINE VILLA CIRCLE, PACE, FL 32571

2. **RESPONSIBLE OFFICE:** PLANNING DEPARTMENT

3. **DESCRIPTION OF SERVICE/PRODUCT:**

Major repairs to dwelling

4. **SCOPE OF WORK:**

Repairs to the dwelling includes but is not limited to the replacement of all windows; installation of new roof; repair any rotten/damaged soffit and cover with vinyl; repair, retexture, and paint ceilings; install energy star electric vent hood; replacement of cabinets, sink and fixtures; installation of Energy Star rated refrigerator.

5. **BIDDERS AND PRICES:**

A. Design Homebuilders, Inc.	\$23,210.00
B. Kyser Siding and Construction, Inc.	\$23,550.00
C. Mike Motes Builders, Inc.	\$34,675.00

2

**PROCUREMENT RECOMMENDATION**

1. **PRODUCT/SERVICE:** HOUSING REHAB / HOME PROJECT LOCATED AT 5231 CATALINA STREET, PACE, FL 32571

2. **RESPONSIBLE OFFICE:** PLANNING DEPARTMENT

3. **DESCRIPTION OF SERVICE/PRODUCT:**

Major repairs to dwelling

4. **SCOPE OF WORK:**

Repairs to the dwelling includes but is not limited to the installation of energy star rated refrigerator; installation of electric stove; replacement of vent hood; replacement of toilet in master bath; installation of vinyl flooring in both baths; inspect and repair electrical to meet code; install new carpet; inspect and repair roof to eliminate leak.

5. **BIDDERS AND PRICES:**

A. Design Homebuilders, Inc.	\$15,155.00
B. Mike Motes Builders, Inc.	\$18,485.00

Bids will open Tuesday, June 12, 2012.

4

# 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: June 5, 2012

FROM: **Road and Bridge 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>
From:	9101-599001	Reserve for Contingencies	(\$200,000)
	9101-59100xxx	Transfer to Woodbine Springs MSBU	\$200,000
To:	153-384000	Debt Proceeds	\$200,000
	8416-534001	Other Contractual Services	\$200,000

**State reason for this request:**

Funds emergency repair of Woodbine Springs S/D dam from Road and Bridge Reserves until MSBU is established and loan is obtained.

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

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2012-116

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: June 11, 2012

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 14<sup>th</sup> day Of June, 2012.*

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS



2012-116

**SANTA ROSA COUNTY  
BOARD OF COMMISSIONERS  
OFFICE OF MANAGEMENT & BUDGET**



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

Santa Rosa Administrative Offices  
6495 Caroline Street, Suite L  
Milton, FL 32570-4592

Hunter Walker, County Administrator  
Angela J. Jones, County Attorney  
Joel D. Haniford, OMB Director

**MEMORANDUM**

Date: May 22, 2012

To: Hunter Walker, County Administrator

From: Diane Ebentheuer *DE*

Through: Jayne Bell, Budget Director *JB*

Subj: Emergency MSBU for Woodbine Springs S/D

- o Request approval for establishing Fund 153 for Woodbine Springs Drainage and Road Improvement MSBU to repair their dam
- o Request process of a Budget Amendment to loan \$200,000 (estimate of costs) to Fund 153 until loan can be obtained in new fiscal year beginning October 2012.

Fund 101	9101-599001	Reserve for Contingencies	(\$200,000)
	9101-59100xxx	Transfer to Woodbine Springs MSBU	\$200,000
Fund 153	153- 384000	Debt Proceeds	\$200,000
	8416- 534001	Other Contractual Services	\$200,000

Funds emergency repair of Woodbine Springs S/D dam from Road and Bridge Reserves until MSBU is established and loan is obtained.

**Diane Ebentheuer**

2012-116

**From:** Diane Ebentheuer  
**ent:** Wednesday, May 30, 2012 2:39 PM  
**To:** 'J. Marker'  
**Cc:** 'rfr frederick@in-pipe.com'  
**Subject:** Woodbine Springs Proposed MSBU Count

Mr. Frederick,

I have completed the count for your project.

- 251 "Yes" signatures of the 383 Santa Rosa County Residents (only 230 were required to meet the 60%)
- 14 "No" signatures
- 15 "Rejected" signatures (duplicates, signature didn't match data, address not matching, not checked Yes/No, .....)

As we discussed—please provide me a written outline of where the project is so far and then a time/date projection.

Thank you,  
**Diane Ebentheuer**  
**Budget Department**  
**Santa Rosa County**  
6495 Caroline Street, Suite L  
Milton, FL 32570  
850-983-1853  
[dianee@santarosa.fl.gov](mailto:dianee@santarosa.fl.gov)

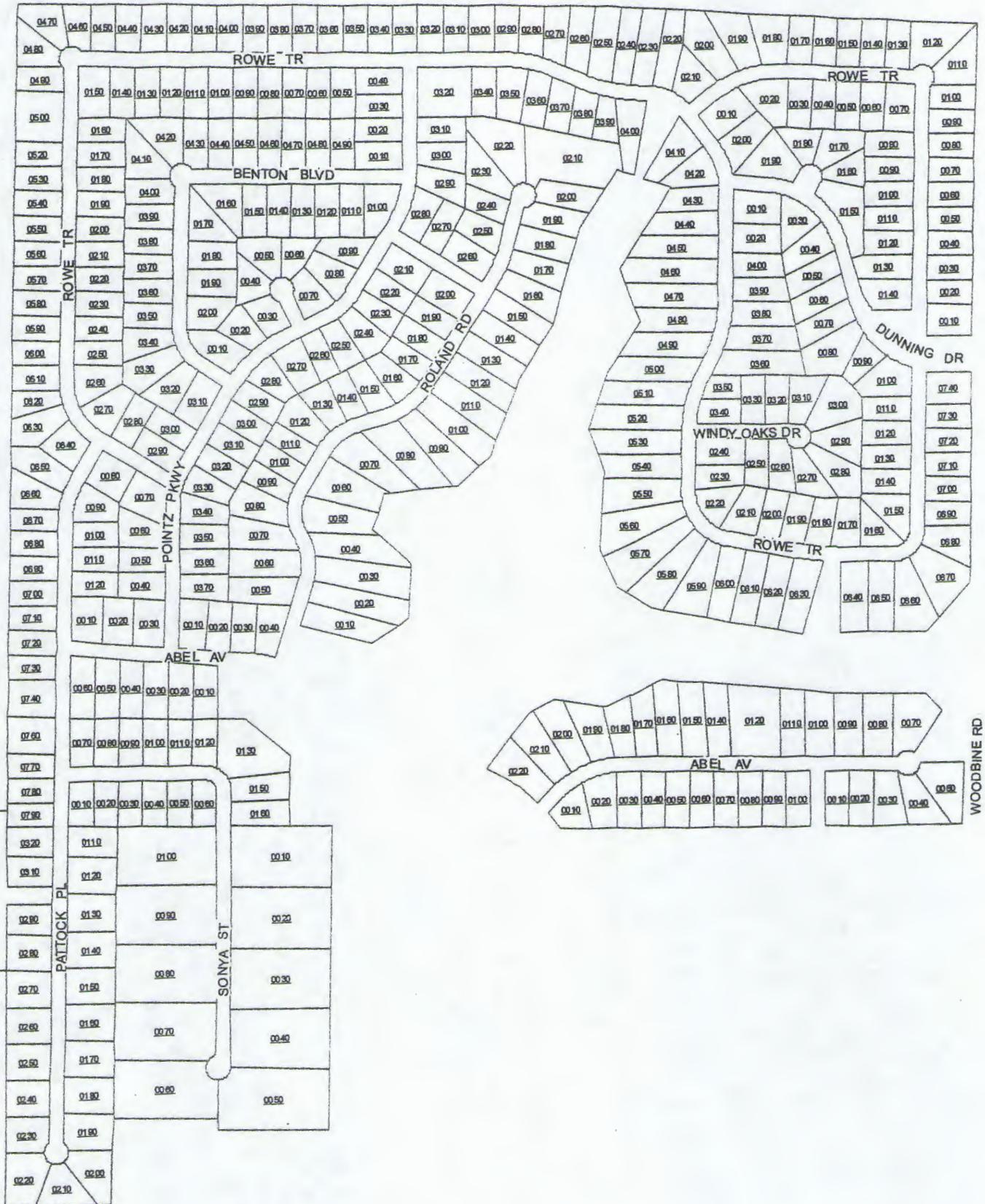
**WOODBINE SPRINGS PLANTATION  
PROPOSED SCHEDULE FOR DAM PROJECT**

1. 5-31-2012- PERMIT APPLICATION CURRENTLY IN PROGRESS WITH NORTHWEST FLORIDA WATER MANAGEMENT.
2. EXPECTED APPROVAL DATE- ON OR BEFORE 6-15-2012
3. UPON VERBAL APPROVAL, PLANS AND SPECS WILL BE SUBMITTED FOR BIDS
4. ANTICIPATED BID RETURN DATE, ON OR BEFORE 7-02-2012
5. HOA CONTRACTOR SELECTION ON OR BEFORE 7-10-2012
6. PROJECT COMMENCEMENT ASAP AFTER CONTRACTOR SELECTION, DEPENDANT UPON FUNDING DATE BY THE COUNTY.
7. EXPECTED PROJECT DURATION 2-4 WEEKS.

JEFF MARKER  
WBSP HOA  
TREAS/PROJECT CHAIR

2012-116

# Woodbine Springs Drainage and Road Improvement MSBU



5

# 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: June 5, 2012

FROM: **Ship Program 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 113:</b>	113-3690003	Refund Prior Year	\$36,401
	113-361100	Interest Earned	\$ 1,570
	113-3990001	Cash Carried Forward	\$ 6,773
	0780-534004	Substantial Housing	\$59,805
	0780-5340041	Farm Home Adm/Emer Repair	(\$18,710)
	0780-5340043	First Time Home Builder	(\$ 825)
	0780-59100001	To General Fund	\$ 4,474
<b>Fund 001:</b>	001-3810008	From Ship Fund	\$ 4,474
	3301-51210	Regular Salaries	\$ 3,000
	3301-52310	H&A Insurance	\$ 474
	3301-551001	Office Supplies	\$ 1,000

**State reason for this request:**

Carries forward prior year program income and interest, and recognizes current year program income and interest (7/1/2011 through 5/31/2012); and reallocates strategy balances to substantial Rehabilitation and SHIP Administration.

**Requested by: Janice Boone/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2012-117

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

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

\_\_\_\_\_  
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: June 11, 2012

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 14<sup>th</sup> day Of June, 2012.

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

2012-117

Request Submitted By:

Janice Boone  
6/1/2012

Housing 2011/2012

Existing Programs

		DR	CR
FUND	113 SHIP		
DEPT	780 SHIP Program Fund		
<b>Revenue</b>	113 361100 Interest	2,300.90	
	113 3690003 Refund Prior Year	42,442.74	
<b>Reallocate</b>	780		
	5340041 Farm Home/Emergency Repair	18,710.00	
	5340043 First Time Homebuyer	825.00	
	<b>534004 Substantial Rehabilitation</b>		59,805.00
	<b>General Fund</b>		4,473.64
<b>Total</b>		<b>64,278.64</b>	<b>64,278.64</b>
General Fund	001-3810008 SHIP Administration Income	4,473.64	
3301	51210 Regular Salaries		3,000.00
3301	551001 Office Supplies		1,000.00
3301	52310 H&A Insurance		473.64
		<b>4,473.64</b>	<b>4,473.64</b>

To recognize program income 7/1/2011 through 5/31/2012 and to reallocate strategy balances.

Interest  $\frac{7/1/11 \text{ to } 9/30/11}{\$731.09} + \frac{10/1/11 \text{ to } 5/31/12}{\$1,569.81} = \$2,300.90$

Refund Prior Year  $6041.74 + 36,401.00 = \$42,442.74$

$\$6773$   
Cash Carry Forward

No support documentation for this agenda item.