

December 7, 2015

**ECONOMIC DEVELOPMENT COMMITTEE**

1. Discussion of letter of support for Governor Scott's Proposal to Reform Economic Incentives as administered by Enterprise Florida, Inc.
2. Discussion of allocation of \$15,000 to Tourist Development Council advertising firm Davis, South, Barnette & Patrick for coordination/implementation of the 6<sup>th</sup> annual Navarre Beach Sand Sculpting event.
3. Discussion of revised FY 2015-2016 Defense Reinvestment Grant Florida Department of Economic Opportunity in the amount of \$54,700 for military affairs consulting and related services.
4. Discussion of proposed legislation related to Tourist Development Tax.



### **Provide Sufficient Dollars to Quick Action Closing Fund**

*ISSUE:* Competitor states have been able to close more "game changing" job creation projects - like manufacturing and corporate headquarters relocation - because they dedicate more dollars to their deal closing funds and make them available for more than one year.

**GOV. PROPOSAL:** Legislature to fund Florida's Quick Action Closing Fund at a one-time level of \$250 million, with the money remaining in the fund until it is spent.

### **Simplify Process and Close Deals Quickly**

*ISSUE:* The red tape that has been created in order to get incentives approved and funds released. Florida has a complex process for the Quick Action Closing Fund.

**GOV. PROPOSAL:** For projects receiving \$1 million or less in Closing Fund incentives, the Governor can approve without consulting the Legislature. For projects receiving more than \$1 million in Closing Fund incentives, the Governor will provide a written description and evaluation of the project to the Senate President and the House Speaker, who will then have five days to notify the Governor of their approval or rejection of funding for the project.

### **Evaluation Revision Process**

*ISSUE:* Qualification criteria, state law, and waivers create inconsistency and uncertainty for businesses looking to relocate or expand in Florida.

**GOV. PROPOSAL:** The requirement for a 5-to-1 return on investment for Quick Action Closing Fund projects be changed to the state getting its incentive money back within 10 years, plus a ten percent annualized rate of return.

### **Provide Greater Certainty To Businesses**

*ISSUE:* Tax dollars to be paid to companies sit for years in a non-state escrow account earning little interest.

**GOV. PROPOSAL:** New Florida Enterprise Trust Fund be created for the sole purpose of encumbering funds and making payments to companies under Quick Action Closing Fund contracts.

# Moving Florida to 1<sup>st</sup> in Job Creation

Governor Scott's Proposals to

Reform Economic Incentives

## Frequently Asked Questions and Answers:

**QUESTION:** With the new Florida Enterprise Fund, what will happen to the millions of dollars sitting in a low-interest/non-state escrow account while companies meet their contractual obligations?

**ANSWER:** The Florida Enterprise Fund will exist for the sole purpose of encumbering funds and making payments to companies under Quick Action Closing Fund contracts. This would be a state trust fund whose proceeds would earn a higher level of interest than the existing non-state Closing Fund escrow account.

**QUESTION:** Why does the Governor think it's important to make reforms to the current program by starting a new Florida Enterprise Fund?

**ANSWER:** Florida's current toolkit is almost bankrupt and its bureaucratic processes put Florida at a competitive disadvantage when competing for jobs prospects against other states. Florida lost competitive projects to states who provide greater resources for attracting major job creators. Projects Florida recently lost include:

- The Active Network to Texas - 1,000 jobs;
- Mercedes to Georgia - 800 jobs;
- Goodrich/UTC to New Mexico - 300 jobs;
- Sierra Nevada Corp to Colorado - 200 jobs;
- Remington to Alabama - 1,918 jobs.

**QUESTION:** How will the Governor's new Florida Enterprise Fund help small businesses in Florida?

**ANSWER:** Smaller projects with proposed awards of \$1 million or less will need approval only from the Governor to receive funding. If a competitive project will create 10 jobs or 10,000 jobs, Florida will stand ready to do all it can to bring it to the Sunshine State.

# Moving Florida to in Job Creation

Governor Scott's Proposals to

Reform Economic Incentives

## Frequently Asked Questions and Answers:

**QUESTION:** How much is the Governor proposing to invest in the new Florida Enterprise Fund?

**ANSWER:** Governor Scott is recommending that \$250 million be dedicated to the new Florida Enterprise Fund. This new fund would replace the Quick Action Closing Fund and make much needed reforms, including:

- Dedicating incentive funding so it can follow a company's decision-making timeline over multiple years instead of reverting funds back to the state at the end of a fiscal year.
- Streamlining the authorization process for competitive jobs projects by requiring the Speaker of the House and the President of the Florida Senate to sign off on competitive deals over a million dollars, while eliminating the scheduling of special legislative committee meetings.
- Reforming the return on investment requirements of the funding dedicated to competitive jobs projects by requiring a 10 percent annualized return on top of the original amount invested in a company, while eliminating the use of special waivers.

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**QUESTION:** How is the Governor proposing to change the competitive project evaluation process with the Florida Enterprise Fund?

**ANSWER:** Currently, competitive projects face several bureaucratic hurdles that create inconsistency and uncertainty for businesses looking to relocate or expand in Florida. Governor Scott is proposing the following revisions with the Florida Enterprise Fund:

- Change the requirement from a minimum 5-to-1 return on investment to one where the state gets its incentive money back within 10 years, plus a 10 percent annualized rate of return.
- Eliminate the current statutory waivers from Closing Fund project requirements, except the existing waiver for Florida's rural areas of opportunity if the project would significantly benefit the local or regional economy.

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**QUESTION:** Why is the Governor not interested in using pay-as-you-go?

**ANSWER:** Governor Scott hears from professional site selectors who are paid by large companies looking to relocate their offices across the country or the world that they look at a state's **cash on hand** before considering a state for a possible relocation or expansion project.

Several Site Selectors said they would not recommend a state where there was uncertainty about a company's funding each year. Decision makers in business require certainty around their transactions and the prospect of facing legislative appropriation and approval year-after-year would be a significant hurdle for a state to overcome when they are looking to attract more business.

# MOVING FLORIDA to FIRST in JOB CREATION

## A Ranking of Closing Fund Programs Across States

### POPULATION

Ranked Highest to Lowest

-  1. California
-  2. Texas
-  3. Florida
-  4. New York
-  5. Georgia
-  6. North Carolina
-  7. Virginia
-  8. Washington
-  9. Arizona
-  10. Alabama
-  11. South Carolina
-  12. Oklahoma
-  13. Arkansas

### CLOSING FUNDS

Ranked by Available Amount

-  1. New York (\$150M)
-  2. Texas (\$90M)\*
-  3. North Carolina (\$73.8M)\*
-  4. South Carolina \$58.8M)
-  5. Georgia (\$46M)
-  6. Virginia (\$40.7M)\*
-  7. Arizona (\$20M)
-  7. Arkansas (\$20M)
-  9. Florida (\$12.1M)
-  10. Oklahoma (\$8.3M)
-  11. California (N/A)
-  11. Washington (N/A)\*
-  11. Alabama (N/A)

### BIG DEALS - Since 2011

Ranked by Projects > \$10M

-  1. New York (43)
-  2. Texas (30)
-  3. North Carolina (28)
-  4. South Carolina (10)
-  5. Georgia (7)
-  6. Alabama (6)
-  7. Oklahoma (4)
-  7. Washington (4)
-  9. Arkansas (2)
-  9. California (2)
-  9. Florida (2)
-  12. Virginia (0)
-  12. Arizona (0)

\* State uses biennial rather than annual budget

Date: December 2, 2015  
To: Hunter Walker, County Administrator  
From: Julie Morgan, Tourist Development Director  
Subject: Coordination & administration of the 6<sup>th</sup> Annual Navarre Beach Sand Sculpting Festival

*On November 12<sup>th</sup>, 2015 the BOCC voted and approved the budget of \$55,000 to plan the Navarre Beach Sand Sculpting Festival.*

To coordinate the Sand Sculpting event in April it is my recommendation to spend \$15,000 to our ad. Agency DSBP. This will include DSBP staff being onsite at the event and handling all management. DSBP has coordinated the last 5 sculpting events and is familiar with how to manage the event to be successful. They will work side by side with myself and my team to show us how the event is run and will work through all the planning so that we can coordinate, staff, and manage all future festivals.

It is my recommendation that we spend \$15,000 out of Reserves to hire our advertising agency Davis, South, Barnette & Patrick to coordinate & administrate the 6<sup>th</sup> Annual Navarre Beach Sand Sculpting Festival. The event will take place on the third weekend in April 2016.

Sincerely,

Julie Morgan, Tourist Development Director



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Navarre Beach Sand Sculpting Festival  
On November 12<sup>th</sup>, 2015  
the BOCC voted and approved  
the budget of \$55,000 to plan  
the festival.



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## Emily Spencer

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**From:** Sheila Fitzgerald  
**Sent:** Monday, November 30, 2015 1:59 PM  
**To:** Hunter Walker  
**Cc:** Emily Spencer; Merry Beth Andrews; Roy Andrews; Commissioner Salter; Dick Hohorst; Pete Gandy (mpgandy@att.net)  
**Subject:** Agenda Item - DRG Agreement  
**Attachments:** S0045\_SantaRosa\_DRG\_agreement\_11-25-15.pdf  
**Importance:** High

Hunter,

Attached is the Defense Reinvestment Grant (DRG) agreement from DEO for the period July 1, 2015 – June 30, 2016. Please add this to the December 7 meeting for discussion.

Sheila

**From:** Lee, Christopher [mailto:Christopher.Lee@deo.myflorida.com]  
**Sent:** Friday, November 20, 2015 3:22 PM  
**To:** Sheila Fitzgerald <sheilaf@santarosa.fl.gov>  
**Cc:** Allen, Dornecia <Dornecia.Allen@deo.myflorida.com>; hcave@eflorida.com  
**Subject:** \*\*\*Request Grantee Signature\*\*\* Action Item - DRG Agreement S0045  
**Importance:** High

Sheila,

I am pleased to announce that Agreement #S0045 between DEO and the Santa Rosa County has been approved. The final document is attached and ready for signature. If you concur with the attached, please print and sign two (2) originals in the space provided on page 23 of the agreement and return both originally signed documents (2) to me by overnight controlled mail to the mailing address listed below. (Note: In order to expedite execution of the agreement, DEO will accept a PDF of the signed agreement.) Upon receipt, we will forward the documents to our General Counsel's office and approving official's office for signatures. Once fully executed, we will return an originally executed document back to you for your records.

**Department of Economic Opportunity  
Attention: Contracts & Grants Administration  
107 East Madison Street  
Caldwell Building, MSC B-047  
Tallahassee, Florida 32399-4135**

On behalf of DEO, we appreciate your continued support and look forward to working with you on this vitally important military initiative. Please let me know if you have any questions or concerns.

Respectfully,

**Chris Lee, FCCM**  
Government Operations Consultant III

Florida Department of Economic Opportunity  
Contracts & Grants Administration  
107 E. Madison Street  
Caldwell Building, MSC B047  
Tallahassee, FL 32399  
O: 850.245.7474  
[christopher.lee@deo.myflorida.com](mailto:christopher.lee@deo.myflorida.com)



**FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY**

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

No support documentation for this agenda item.

December 7, 2015

**ADMINISTRATIVE COMMITTEE**

1. Discussion of Chairman Appointments for 2016.
2. Discussion with architectural consultant HOK, Inc. regarding locations for Santa Rosa County Judicial Center. **(Scheduled for Conclusion of Meeting)**
3. Discussion of employment services contract with Tony Gomillion for county administrator position.
4. Discussion of Santa Rosa County Florida Forest Service annual report for FY14-15.
5. Discussion of resolution authorizing creation of two (2) Community Redevelopment Areas (CRA II and CRA III) within City of Milton.
6. Discussion of scheduling public hearing on ordinance establishing boat wake restriction on canals within the Polynesian Isles subdivision.
7. Discussion of contract with Coastal Concessions, LLC for operation and management of the Navarre Beach Gulf Pier and Concessions.
8. Discussion of Resolution of support for the Pensacola Sports Association 2016 Pensacola Double Bridge Run based on maintenance of traffic plan.
9. Discussion of addendum to contract with Coastal Tech-GEC, Inc. in the amount of \$8,533 for professional services to Navarre Beach renourishment MSBU.
10. Discussion of contract with Florida Department of Environmental Protection for NRDA Phase II Early Restoration Night Sky Retrofit lighting project for Navarre Beach.

11. Discussion of Florida Fish and Wildlife Conservation Commission NRDA Early Restoration Artificial Reef Construction grant in the amount of \$1,469,817.
12. Discussion of proposal from Volkert, Inc. for update to 2003 Land Acquisition Study regarding property proximate to NAS Whiting Field funded by Florida Defense Task Force grant and US Navy REPI funds.
13. Discussion of proposals for Archaeological Monitoring Services required by Florida Division of Emergency Management Settlers Colony HMGP drainage improvement grant.
14. Discussion of submittal of applications for FY2016 Florida Legislature Water Projects Cycle.
15. Discussion of capital and equipment replacement requests for FY2015-2016 budget.
16. Discussion of VMware vSphere software from Presidio for \$33,945.75 based upon comparison shopping.
17. Discussion of appointment of Commissioner or designee to Tri-County Community Council, Inc. Board of Directors.
18. Discussion of appointment of commissioner or designee to Early Learning Coalition of Santa Rosa County.
19. Discussion of resolution regarding relocation of Syrian refugees in Santa Rosa County.
20. Discussion of appointment of Jeremy Reeder as District One member of the Zoning Board replacing Bill Dubois.
21. Discussion of request for Cobia Run 5K/10K event on Navarre Beach Saturday April 26, 2016 beginning at 8:00 a.m.
22. Discussion of annual renewal of Permit to Provide Advanced Life Support (ALS) non-transport emergency response services to Midway Volunteer Fire Department.
23. Discussion of annual renewal of Permit for Operation of Non-emergency Medical Transport for TLT Transport, LLC.
24. Discussion of annual renewal of Permit for Operation of Non-emergency Medical Transport to XC Transporters, Inc. dba Specialty Care Transporters, Inc. of Northwest Florida.

25. **INFO ONLY:** Public Hearing items scheduled for 9:30 a.m.  
Thursday, December 10, 2015:

Annual Resolution authorizing uniform collection of Non-Ad Valorem assessments for projects which may include road paving, water, sewer, fire protection, etc. or any other purpose authorized by law.

Amending Ordinance 2015-19 Local Option Gas Tax as required by Florida Department of Revenue

**SANTA ROSA COUNTY COMMISSIONERS  
2015-16 Chairman Individual Appointments**

Bay Area Resource Council (BARC)	Jayer Williamson Bob Cole
Defense Support Initiative Committee	Rob Williamson
Florida Association of Counties Trust (FACT)	Jayer Williamson
Gulf Consortium Council	Rob Williamson Alt.: Lane Lynchard
Juvenile Justice Circuit Advisory Board	Rob Williamson
Juvenile Justice of Santa Rosa County a/k/a: Family Law Agency Group	Jayer Williamson
Local Emergency Food & Shelter Program	Bob Cole
Local Mitigation Strategic Steering Committee	Rob Williamson
National Association of Counties (NACo)	Bob Cole
Northwest FL Regional Transportation Planning Organization (RTPO)	Jayer Williamson Don Salter Lane Lynchard
NWF Eight (8) County Coalition Committee	Rob Williamson Lane Lynchard
FL-Alabama Transportation Planning Organization (TPO)	Jayer Williamson Bob Cole Don Salter Rob Williamson Lane Lynchard

<b>Public Safety Coordinating Council</b>	<b>Lane Lynchard</b>
<b>Regional Transportation Authority (RTA)</b>	<b>Rob Williamson Don Salter Lane Lynchard</b>
<b>Regional Utility Authority (RUA)</b>	<b>Don Salter Jayer Williamson</b>
<b>Restore Council</b>	<b>Lane Lynchard Jayer Williamson</b>
<b>Santa Rosa Communications Task Force (ICP)</b>	<b>Don Salter</b>
<b>Sana Rosa County Fair Committee</b>	<b>Bob Cole</b>
<b>Small County Coalition</b>	<b>Jayer Williamson Bob Cole</b>
<b>SRC Tourist Development Council</b>	<b>Rob Williamson Alt.: Jaye Williamson</b>
<b>Transportation Disadvantaged Coordinating Board (TDCB)</b>	<b>Rob Williamson</b>
<b>Tri-County Community Council, Inc.</b>	<b>Board Appointee: Tony Gomillion</b>
<b>Hunter Walker</b>	
<b>West Florida Regional Planning Council (WFRPC)</b>	<b>Bob Cole Rob Williamson</b>
<b>Santa Rosa County Law Library Committee</b>	<b>Rob Williamson</b>
<b>Blackwater River State Forest Management Plan Advisory Group Study Plan</b>	<b>Don Salter</b>
<b>Committee:</b>	<b>12-07-15</b>
<b>Board Approval</b>	<b>12-10-15</b>

No support documentation for this agenda item.

**COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT**

**STATE OF FLORIDA  
COUNTY OF SANTA ROSA**

**THIS AGREEMENT**, made and entered into by and between Santa Rosa County, a political subdivision of the State of Florida, hereinafter called "COUNTY", and TONY M. GOMILLION, hereinafter called "ADMINISTRATOR",

**WITNESSETH:**

**WHEREAS**, COUNTY desires to employ the services of ADMINISTRATOR as County Administrator of Santa Rosa County, Florida, as provided by Chapter 125, Florida Statutes , and County Ordinance 89-13, and

**WHEREAS**, it is the desire of COUNTY to provide certain benefits, establish certain conditions of employment, and to set working conditions of said ADMINISTRATOR as an inducement and consideration for ADMINISTRATOR entering this contract, and

**WHEREAS**, it is the desire of ADMINISTRATOR to accept employment as County Administrator of said County.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. **DUTIES.** COUNTY hereby confirms its appointment of ADMINISTRATOR and ADMINISTRATOR hereby confirms his acceptance of such appointment, to be County Administrator of Santa Rosa County and to be responsible for the administration of all departments of County government under the jurisdiction of the Santa Rosa County Administrator, all in accordance with Santa Rosa County Ordinance 89-13, the General Laws of the State of Florida, other applicable legislation, and table of organization as approved from time to time by the County. The specific duties to be performed by ADMINISTRATOR are set forth in Santa Rosa County Ordinance 89-13. The specific

powers and duties mentioned in this contract are set forth as an enumeration and not as a limitation. ADMINISTRATOR shall perform all the functions and duties of other applicable laws relating to County Administrator, and shall perform such other legally permissible and proper duties and functions as the COUNTY, by and through its Board of County Commissioners, shall from time to time assign.

**2. PERFORMANCE OF DUTIES.** All acts performed by the ADMINISTRATOR explicitly or impliedly on behalf of COUNTY shall be deemed authorized by the COUNTY as its agent; except that any act which constitutes willful misconduct or which may be unlawful, contrary to any directive, written or oral, of the Board of County Commissioners or contrary to any policy of the Board of County Commissioners, shall be deemed to be the individual act of the ADMINISTRATOR and without authority of the COUNTY.

**3. OFFICE SPACE AND SECRETARIAL STAFF.** COUNTY shall furnish ADMINISTRATOR adequate office space, office supplies, office equipment and secretarial assistance.

**4. FULL-TIME OCCUPATION.** The parties expect that ADMINISTRATOR will devote substantially his full working time to the performance of the duties required hereunder. To this end, ADMINISTRATOR shall not engage in any outside employment without Board approval.

Nothing herein shall prohibit ADMINISTRATOR from taking reasonable periods of leave commensurate with reasonable personal, sickness and vacation leave; provided, however, that ADMINISTRATOR shall remain responsible for proper discharge of his duties through the County's employees under his supervision.

**5. DUTIES PERSONAL AND NOT ASSIGNABLE.** The duties required to be performed hereunder by ADMINISTRATOR and all rights and obligations under this Agreement in favor of ADMINISTRATOR are personal and shall not be assignable.

6. **TERMINATION.** This agreement may be terminated by either party without cause upon giving ninety (90) days written notice. In the event COUNTY terminates ADMINISTRATOR with less than ninety (90) days notice, COUNTY agrees to continue to pay ADMINISTRATOR salary and other employee benefits for a period of twenty (20) weeks after the effective date of the notice of termination. ADMINISTRATOR hereby agrees that the payments so provided shall serve as liquidated damages for any violation or breach of this contract by COUNTY. Notwithstanding the above, ADMINISTRATOR acknowledges he shall not be entitled to any other payments other than annual and sick leave accrued and compensated as an employee hired prior to April 24, 2003, if terminated with more than twenty (20) weeks notice.

In the event ADMINISTRATOR voluntarily terminates this Agreement with COUNTY, then ADMINISTRATOR shall give COUNTY ninety (90) days advance written notice, unless mutually agreed otherwise. In the event of such voluntary termination, ADMINISTRATOR shall be entitled to be paid in full for accumulated annual leave.

7. **COMPENSATION.** COUNTY agrees to compensate ADMINISTRATOR for his services rendered pursuant hereto at the rate of \$\_\_\_\_\_.00 per annum, payable biweekly in accordance with pay periods for County employees. ADMINISTRATOR's base compensation shall be adjusted annually to reflect the same percentages of merit and cost-of-living increases as the Board of County Commissioners may approve for County employees, unless otherwise mutually agreed upon. Said adjustments to ADMINISTRATOR's compensation shall be deemed automatically approved each year and will not require independent Board action. On the first anniversary of ADMINISTRATOR's employment, his performance will be reviewed to determine whether additional compensation is appropriate.

In addition, COUNTY shall pay Employer's F.I.C.A. and contributions to the Florida State Retirement System, and shall withhold required federal income taxes. ADMINISTRATOR shall further receive all rights, fringe benefits, privileges and coverage otherwise afforded to classified County employees. ADMINISTRATOR shall accrue annual and sick leave at the same rate as other classified County employees hired prior to April 24, 2003.

**8. INSURANCE.** ADMINISTRATOR shall be included in COUNTY's group insurance benefit programs, including full right to participation therein both as to himself and his dependents. COUNTY shall pay, on behalf of ADMINISTRATOR the same portion of group insurance benefits as paid for County employees.

**9. TRAVEL ALLOWANCE.** As additional compensation and in consideration of the in-county travel expenses that ADMINISTRATOR will incur, COUNTY shall pay ADMINISTRATOR a monthly travel allowance of \$500.00.

**10. DUES AND SUBSCRIPTIONS.** COUNTY agrees to budget and to pay the dues and subscriptions of ADMINISTRATOR necessary for full participation in national, regional, state, and local association and organizations necessary and desirable for the good of the COUNTY.

**11. PROFESSIONAL DEVELOPMENT.** COUNTY hereby agrees to budget and to pay the travel and subsistence of ADMINISTRATOR for professional and official travel in such amounts as are authorized by law.

**12. FILES AND RECORDS.** All files and records concerning COUNTY business in the office of ADMINISTRATOR or in his possession shall belong to and remain the property of COUNTY.

**13. TERM.** This Agreement shall take effect on January 4, 2016, and shall continue thereafter until terminated.

The Agreement may also be modified or amended as may be mutually agreed upon by the parties. Modifications or amendments to this Agreement shall be in writing and executed by the parties.

**14. INDEMNIFICATION.** The COUNTY shall defend, save harmless and indemnify the ADMINISTRATOR against any actions, in tort or if he is named as a party defendant in any action for any injury or damage suffered as a result of any act, event, or omission of action in the scope of his duties or function, unless it is found the employee was acting in gross negligence or with malicious intent.

**15. PERFORMANCE EVALUATION.**

A. Employer should annually review the performance of the Employee in accordance with the following process, criteria, and format:

The performance appraisal shall be divided into three parts, each representing a major aspect of the job of County Administrator: (1) the role of Chief Administrative Officer, charged with protecting and enhancing the quality of life for the citizens of Santa Rosa County, while assuring that Commission policies, programs and projects are implemented efficiently and effectively; (2) the role of staff support to the Board of County Commissioners, charged with providing the legislative body with technical information, policy recommendations, and legislative advice; and (3) the operational representative of the County Government, charged with representing the County in its relations with the public, the press and mass media, governmental units with the County, governmental units outside the County, professional societies devoted to county government, and citizens at large.

Each Commissioner will evaluate the performance of the County Administrator on several factors representative of the three roles he plays. Each factor will be evaluated on a five point scale, as follows:

- 5 – Outstanding
- 4 – Exceeds Expectations
- 3 – Fully Proficient
- 2 – Below Expectations

1 – Unsatisfactory

The completed appraisal forms should be forwarded to the Human Resources Director who will compile a composite of the individual ratings. A copy of the composite will be returned to each Commissioner, along with his original evaluation.

**16. GENERAL PROVISIONS.**

A. This Agreement shall be interpreted, construed and governed according to the Laws of the State of Florida.

B. The text herein shall constitute the entire agreement between the parties.

C. ADMINISTRATOR shall commence his duties as County Administrator effective January 4, 2016.

D. If any provision, or portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed this \_\_\_\_ day of \_\_\_\_\_, 2015.

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

\_\_\_\_\_  
**CHAIRMAN**

**ATTEST**

\_\_\_\_\_  
**CLERK OF COURT**

**COUNTY ADMINISTRATOR**

\_\_\_\_\_  
**TONY M. GOMILLION**

Florida Association of Counties  
County Administrators/Mangers/Coordinators Salary Survey

5/27/2015

County	Salary	Population
Alachua	\$ 170,000.00	246,733
Baker	\$ 72,100.00	24,825
Bay	\$ 145,000.00	168,707
Bradford	\$ 67,953.60	24,324
Brevard	NR	547,898
Broward	\$ 304,674.00	1,783,757
Calhoun	\$ 52,270.00	12,929
Charlotte	\$ 154,000.00	162,394
Citrus	\$ 140,000.00	140,383
Clay	NR	192,843
Collier	\$ 189,852.70	333,614
Columbia	\$ 120,000.00	63,479
Dade	\$ 248,500.00	2,572,821
Desoto	\$ 103,000.00	32,427
Dixie	NR	14,982
Duval	\$ 210,000.00	875,545
Escambia	\$ 170,000.00	298,438
Flagler	\$ 152,256.00	97,843
Franklin*	\$ 57,000.00	9,856
Gadsden	\$ 102,000.00	44,778
Gilchrist	\$ 85,000.00	16,033
Glades	NR	11,688
Gulf	\$ 104,800.00	12,748
Hamilton	\$ 60,000.00	12,055
Hardee	\$ 102,018.00	25,774
Hendry	\$ 124,630.00	37,808
Hernando	\$ 168,750.00	173,287
Highlands	NR	99,069
Hillsborough	\$ 260,000.00	1,275,617
Holmes	\$ 70,000.00	18,473
Indian River	\$ 190,370.96	139,586
Jackson	\$ 85,739.00	42,435
Jefferson	\$ 74,515.35	13,435
Lafayette	N/A	6,915

County	Salary	Population
Lake	\$ 151,403.00	302,247
Lee	NR	643,107
Leon	\$ 205,667.00	276,969
Levy	\$ 83,532.80	40,304
Liberty	N/A	6,725
Madison	\$ 78,395.20	17,740
Manatee	\$ 206,086.00	333,698
Marion	\$ 157,500.00	329,442
Martin	\$ 147,084.00	146,131
Monroe	\$ 186,000.00	73,492
Nassau	\$ 131,867.42	74,591
Okaloosa	\$ 137,042.54	186,887
Okeechobee	NR	37,789
Orange	\$ 231,275.00	1,199,627
Osceola	\$ 192,379.20	288,046
Palm Beach	\$ 266,000.00	1,342,483
Pasco	\$ 180,000.00	472,788
Pinellas	\$ 241,072.00	925,338
Polk	\$ 186,672.00	610,650
Putnam	\$ 151,021.00	72,124
St Johns	\$ 200,913.00	201,325
St Lucie	\$ 167,500.00	281,026
Santa Rosa	\$ 132,412.80	152,395
Sarasota	\$ 190,000.00	385,286
Seminole	NR	430,916
Sumter	\$ 165,000.00	96,354
Suwannee	NR	41,067
Taylor	\$ 90,000.00	19,627
Union	NR	10,674
Volusia	\$ 227,913.54	497,100
Wakulla	\$ 92,000.00	27,403
Walton	\$ 135,660.00	56,259
Washington	\$ 55,120.00	22,350

**Fiscally Constrained**

Descriptive Statistics	
Mean Salary	\$ 135,158.20
Median Salary	\$ 122,315.00
Max Salary	\$ 304,674.00
Min Salary	\$ 52,270.00

$$1193412 \div 8 = 149,176$$

\* Franklin County is moving to County Coordinator with a planned starting salary of \$57,000

\*\* Miami-Dade no longer has a County Manager. Their Deputy Majors act has county as County Administrators

\*\*\* N/A: County does not have a County Administrator/Manager/Coordinator

\*\*\*\* NR: County did not respond to the survey

Florida Association of Counties  
County Administrators/Mangers/Coordinators Salary Survey

5/27/2015

County	Salary	Population
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Baker	\$ 72,100.00	24,825
Bay	\$ 145,000.00	168,707
Bradford	\$ 67,953.60	24,324
Brevard	NR	547,898
Broward	\$ 304,674.00	1,783,757
Calhoun	\$ 52,270.00	12,929
Charlotte	\$ 154,000.00	162,394
Citrus	\$ 140,000.00	140,383
Clay	NR	192,843
Collier	\$ 189,852.70	333,614
Columbia	\$ 120,000.00	63,479
Dade	\$ 248,500.00	2,572,821
Desoto	\$ 103,000.00	32,427
Dixie	NR	14,982
Duval	\$ 210,000.00	875,545
Escambia	\$ 170,000.00	298,438
Flagler	\$ 152,256.00	97,843
Franklin*	\$ 57,000.00	9,856
Gadsden	\$ 102,000.00	44,778
Gilchrist	\$ 85,000.00	16,033
Glades	NR	11,688
Gulf	\$ 104,800.00	12,748
Hamilton	\$ 60,000.00	12,055
Hardee	\$ 102,018.00	25,774
Hendry	\$ 124,630.00	37,808
Hernando	\$ 168,750.00	173,287
Highlands	NR	99,069
Hillsborough	\$ 260,000.00	1,275,617
Holmes	\$ 70,000.00	18,473
Indian River	\$ 190,370.96	139,586
Jackson	\$ 85,739.00	42,435
Jefferson	\$ 74,515.35	13,435
Lafayette	N/A	6,915

County	Salary	Population
Lake	\$ 151,403.00	302,247
Lee	NR	643,107
Leon	\$ 205,667.00	276,969
Levy	\$ 83,532.80	40,304
Liberty	N/A	6,725
Madison	\$ 78,395.20	17,740
Manatee	\$ 206,086.00	333,698
Marion	\$ 157,500.00	329,442
Martin	\$ 147,084.00	146,131
Monroe	\$ 186,000.00	73,492
Nassau	\$ 131,867.42	74,591
Okaloosa	\$ 137,042.54	186,887
Okechobee	NR	37,789
Orange	\$ 231,275.00	1,199,627
Osceola	\$ 192,379.20	288,046
Palm Beach	\$ 266,000.00	1,342,483
Pasco	\$ 180,000.00	472,788
Pinellas	\$ 241,072.00	925,338
Polk	\$ 186,672.00	610,650
Putnam	\$ 151,021.00	72,124
St Johns	\$ 200,913.00	201,325
St Lucie	\$ 167,500.00	281,026
Santa Rosa	\$ 132,412.80	152,395
Sarasota	\$ 190,000.00	385,286
Seminole	NR	430,916
Sumter	\$ 165,000.00	96,354
Suwannee	NR	41,067
Taylor	\$ 90,000.00	19,627
Union	NR	10,674
Volusia	\$ 227,913.54	497,100
Wakulla	\$ 92,000.00	27,403
Walton	\$ 135,660.00	56,259
Washington	\$ 55,120.00	22,350

**Fiscally Constrained**

Descriptive Statistics	
Mean Salary	\$ 135,158.20
Median Salary	\$ 122,315.00
Max Salary	\$ 304,674.00
Min Salary	\$ 52,270.00

$$858,786 \div 6 = 143,141$$

- \* Franklin County is moving to County Coordinator with a planned starting salary of \$57,000
- \*\* Miami-Dade no longer has a County Manager. Their Deputy Majors act as County Administrators
- \*\*\* N/A: County does not have a County Administrator/Manager/Coordinator
- \*\*\*\* NR: County did not respond to the survey

12/7/15

**Annual Report**  
**To Santa Rosa County Commissioners**  
**For Fiscal Year 2014-2015**

**Report Prepared by:**

**Ian J. Stone**

**Senior Forester**

**Santa Rosa County**

**Florida Forest Service**

**October 12, 2015**



# Cooperative Forestry Assistance Section

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## Introduction

The Cooperative Forestry Assistance Program (CFA) in Santa Rosa County for the 2014-2015 was similar to previous years. No major changes in staff or structure occurred this year. This report will give an account of the activities and assistance provided during the last fiscal year by the county forester. No major changes have occurred in the activities of the Santa Rosa County office. State and Federal Cost Share programs still dominate the workload of the county forester. While assistance to rural forest landowners remains the primary form of public assistance; assistance to urban homeowners and educational programs saw a significant increase. Stewardship plans, general landowner consults, and forest health issues remain a major component of assistance to rural landowners. The county forester also spent a large number of hours in training and attending the Basic Fire Control Training (BFCT) at the state training center. Below is a detailed discussion of the specific areas of forestry assistance provided in Santa Rosa County.

## Cost Share Programs

As mentioned this is the largest area of assistance in Santa Rosa, and is typically of the most interest to landowners in the county. The number of programs in this category is large and varied and includes both State and Federal programs. Federal programs include the Conservation Reserve Program (CRP), Emergency Conservation Reserve Program (EFCRP), and Environmental Quality Improvement Program (EQUIP) which are administered by Farm Services Agency and the Natural Resource Conservation Service. State programs are through the Florida Forest Service and include two active programs, the Longleaf Legacy Program and the Southern Pine Beetle Assistance and Prevention (SPB) program. These programs cover a large number of management practices from prescribed burning to planting new areas for future forests. A new cost share program for eradication of invasive cogon grass was added this year. This program is open to all landowners in the county and assists in the cost of herbicide and treatment. Table 1 outlines the cost share assistance provided in the county by program.

This year the Santa Rosa office provided assistance to approximately 35 landowners with current state and federal cost share programs on 9,158 acres. 314 hours of staff time were directly related to these programs. Activities included planting and survival checks, prescribed burn evaluations, practice evaluation, and cost share practice plans. Under the EFCRP program 2 contract plans and evaluations were performed on approximately 1,944 acres. Approximately 38 hours were directed towards the CRP program with 12 assists on 520 acres. Activities included practice inspections, burn evaluations, plan revisions, forest health inspections, and general visits. This

consists of the majority of federal cost share assistance in the county and is a very large portion of the activities of the county forester.

Active state cost share programs included the Longleaf Legacy Program, Cogon Grass Treatment Program, and SPB program. The SPB program is designed to encourage forest practices which can prevent major outbreaks of the southern pine beetle, our most devastating forest pest. Major outbreaks of southern pine beetle can wipe out hundreds to thousands of acres of timberland and cause high financial losses to landowners and the forest industry. Under the Southern Pine Beetle program 137 hours of assistance were provided through 12 assists on 5,228 acres. Activities included new signups, practice inspections, planting evaluations, and prescribed burn evaluations. 14 applications on 1,106 acres were processed. Of these 4 were approved on 390 acres. It is important to note that the number of hours and assists does not necessarily correlate with the number of approved applications. Each submitted application requires the same amount of work from the forester to prepare, regardless of approval, and some approved practices require more time and assistance than others. The Longleaf Legacy Program remained active with 3 active contracts on 1,361 acres, which required a total of 52 hours of time from the county forester. Under the Cogon Grass Treatment Program 5 applications were processed on 55 acres of land, which required 63 hours of assistance.

Table 1: Cost Share Program Hours and Assistance in Santa Rosa County

Cost Share	Hours	Assists	Acres
CRP	38	12	520
EFCRP	24	2	1944
SPB	137	12	5228
Cogon	63	4	55.2
LL-Legacy	52	5	1361
Total	314	35	9,158

## Adult and Youth Programs

Another major area of activity for the county forester is youth and adult programs. This year saw a continued increase in the number of programs. A wide range of programs are presented each year and topics include wildfires, prescribed burning, invasive species, working forests, and forest ecology. Each presentation is tailored to the group and often requires many hours of preparation time in addition to the actual event. This year 10 youth programs were conducted, requiring 64 hours of involvement from the county forester. These programs reached an estimated 620 youth in the county. Examples of youth programs include FFA forestry contests, career days, school field trips, and similar programs. In addition to the youth programs, adult programs were also presented. This year 8 adult programs were presented requiring 106 hours from the county forester office. It is estimated these programs reached 449 adults in the county.

Examples of these programs include presentations to garden clubs, civic organizations, and college classes. These educational and information programs are important to help individuals in the county better understand their forest resources and effective management of them. As less and less people live in forested areas it is crucial to provide these educational opportunities to the public.

### **Forest Stewardship, Tree Farm, and Management**

A major component of successful forest management is good stewardship, which starts with a forest management plan. These plans outline suggested management tactics on a landowner's property to achieve their goals and objectives. In 1990 Congress created the Forest Stewardship Program to encourage multiple use land management through forest management planning. Landowners who enter the program can have a multiple use forest management plan written at no cost to them, either through the county forester or a private consultant (ownerships over 120 acres require use of a consultant). Landowners in this program are often very active in forest management and perform multiple management activities on their property. Certification under this program often gives landowners higher priority under cost share programs as well. In the 2014-2015 fiscal year there were 2 stewardship plans and 2 Stewardship Certifications. In addition to the forest stewardship program landowners can be certified under the American Tree Farm System. This certification is through a private third party and certifies that landowners are adhering to principles of sustainable timber production and management. This year 2 ownerships were certified in Santa Rosa under the Tree Farm program. A total of 47 hours were dedicated to the stewardship program and tree farm inspections, with a total of 1400 acres.

### **Arbor Day, Tree City USA, and Urban Forestry.**

A growing area of forestry assistance in Santa Rosa County is through the urban forestry program. As development and urbanization continues in portions of the county the demand for these services are likely to increase. The majority of these activities are focused on the urban centers of Milton, Pace, Gulf Breeze, and Navarre. This year saw a large increase in the amount of urban forestry assistance in Santa Rosa. A total of 133 hours were dedicated to urban forestry related programs assisting 87 people. Assistance to homeowners with questions about tree health and care has greatly increased, with 41 home and yard tree visits being performed totaling 56 hours of assistance. These visits aid county citizens in determining how to better care for their yard trees and provides them with professional advice free of charge. Additional urban forestry assistance is provided to county and local government staff when requested.

In addition to this assistance the county forester handles county Arbor Day activities each year. Traditionally this has been a tree giveaway to the public, which was done again this year at the Publix Supermarket in Pace. 1000 tree seedlings were given out to over 200 members of the public. Additional funds were available this year to purchase 8 five gallon live oak trees for the

county parks department. These trees were planted on Florida Arbor Day (January 16<sup>th</sup>) at the Santa Rosa Sports Complex in Pace. This involved 84 hours of time from the county forester, as well as assistance from the Milton forestry station staff. Additional tree planting and Arbor Day ceremonies occurred at NAS Whiting Field and the City of Milton.

The Tree City USA program is a nationwide program sponsored through the Arbor Day Foundation. It recognizes cities and municipalities for outstanding management of urban trees and promoting sound tree management through tree ordinances and an urban forestry program. Requirements of the program include having a dedicated urban forestry staff member, an active tree management program, and consideration of urban forestry in city planning. Santa Rosa County has a very active tree city program with 3 certified Tree Cities. The certified Tree Cities in Santa Rosa are: Milton, Gulf Breeze, and Naval Air Station Whiting Field. These cities renewed their programs again in the 2014-2015 fiscal year. This year marks 20 years of certification as a Tree City for Milton, and the county forester attended the Arbor Day tree planting and recognition ceremony in April.

### **General Landowner Assistance, Professional Meetings, Training, and Other Duties**

In addition to the specific programs discussed above the county forester handles numerous general assistance calls to landowners on a variety of issues. While these assistance requests do not always fall under designated cost share or stewardship programs many landowners go on to sign up for these programs. Many of these requests are also from landowners who just purchased a piece of forestland and want to get started with forest management. 62 hours were spent on general assistance requests in the county assisting 27 landowners on a total of 2,400 acres.

In addition to the standard duties of the county forester training, professional meetings, and assistance with prescribed fire and wildfire response make up a significant portion of the county forester's time. This year 103 hours were dedicated to professional and interagency meetings with the county forester attending 10 of these meeting. Examples of meetings include the Southeastern Society of American Foresters Meeting, Wolf Creek Forest Legacy Proposal Meeting, Hurricane Preparedness Exercises, and forest management trainings like Longleaf Academy. The county forester also attended Basic Fire Control Training this year, which is a Florida Forest Service program to train wildland firefighters. This training program required 488 hours of time by the county forester and represented a significant portion of this fiscal year's activities. In addition to these activities the county forester provided 64 hours of assistance with prescribed burns on Blackwater River State Forest and 18 hours of assistance in wildfire response.

## **Conclusion**

As this report outlines, the cooperative forestry assistance program in Santa Rosa County has remained very active and is an important source of public assistance to landowners and citizens. Cost share programs still dominate the workload of the county forester along with general assists, educational programs, and forest stewardship. Urban forestry programs and assistance saw a significant increase over previous years. Educational programs also saw a significant increase and continue to be a major portion of the program. In future years growing the forest stewardship and urban forestry programs will be continued areas for growth in the CFA program. New forest landowners in the county continue to ask for general assists on a regular basis, which shows increasing interest in the support from the county forester. The program continues to provide essential support and cost share assistance to the landowners, citizens, and forest resources of Santa Rosa County.

# Wildland Fire Protection, Prescribed Fire Management, and Mutual Aid Section

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## **Introduction**

This section outlines and summarizes the wildfire management program and county mutual aid provided by the Florida Forest Service in Santa Rosa County during the 2014-2015 fiscal year. The Florida Forest Service is a division of the Department of Agriculture and Consumer Services under the direction of Commissioner of Agriculture Adam Putnam. The Florida Forest Service is tasked with the protection and management of forestland and timber resources of the state. A primary component of this mission is the prevention, detection, and suppression of wildfires. The Forest Service is also responsible for promoting the use of prescribed fire to manage timberlands and reduce wildfire risk, and the enforcement of Florida's outdoor burning regulations. This report section outlines the activities in these areas for Santa Rosa County in the areas of: prescribed fire management, wildfire detection and suppression, county mutual aid, and firefighter training.

## **Wildfire Response and Management**

Wildfire detection and control in Santa Rosa is accomplished through a wide variety of resources provided by Florida Forest Service (FFS) and partnerships with county and local fire and emergency response. Santa Rosa County is within Florida Forest Service District 1, Blackwater Forestry Center (BFC). During fiscal year 2014-2015, BFC in Santa Rosa County maintained robust partnerships with Santa Rosa County fire and emergency response units. The Florida Forest Service provides mutual aid assistance to all county and city fire departments and has mutual aid agreements with Navy Fire Rescue at Whiting Field, and Eglin Air Force Base. Florida Forest Service continues to provide a radio communications network through FFS radio channels and repeaters and a central dispatch station in Munson. FFS operates joint tactical radio channels for use with mutual aid partners on emergency scenes.

Florida Forest Service crews and equipment are strategically placed throughout the county for response to emergency incidents. Wildfire response in Santa Rosa is handled through two forestry stations: North Santa Rosa Station in Munson and South Santa Rosa Station in Milton. The Santa Rosa North unit has the following equipment and personnel: 4 Type 2 (Medium) Tractor Plow Units, 2 Type 6 Wildland Engines (Brush Trucks), 1 Type 4 Wildland Engine, 1 tractor trailer transport with a heavy Caterpillar D6 tractor plow unit, 8 wildland firefighters, 1 Forest Area Supervisor (FAS), 1 Pickup. The South Santa Rosa Unit has the following equipment: 3 Type 2 Tractor Plow units, 3 type 6 Wildland Engines, 7 wildland firefighters, 2

Pickups, 1 SUV, 1 Forest Area Supervisor, and 1 Senior Forester (certified as a firefighter also). This year the South Santa Rosa unit also moved into the old DMV office at 6089 Old Bagdad Highway, which provided more space for personnel and a larger equipment yard. Additional FFS equipment and personnel are utilized from Escambia and Okaloosa counties and the nearby areas of the Chipola District as needed. During high fire danger, units are strategically pre-positioned to reduce response time and enhance fire coverage. Fire investigations are handled through the Department of Agriculture and Consumer Services Agriculture Law Enforcement. Blackwater District has 1 Agriculture Law Enforcement Investigator whose area of responsibility includes Santa Rosa County. In addition to these resources Blackwater District has 2 aircraft with 3 personnel: 1 fixed wing aircraft and pilot based at the Milton Airport and 1 Type 2 Helicopter with a pilot and aircraft mechanic based at Naval Air Station Whiting Field. Aircraft only operate under the direction of FFS personnel and are typically utilized for wildfire response, reconnaissance, mutual aid and logistical missions.

In addition to this equipment and personnel, FFS continues to provide extensive assistance to local fire departments through the Federal excess equipment program. The Federal excess program is a cooperative program with the Department of Defense, Federal Government, and the State of Florida. Excess Federal equipment is leased to the state for use in fire suppression, and it can in turn be leased by the state to local cooperators. The following equipment is located in Santa Rosa County: Tanker 35 4X4 Cargo Truck- Holt Fire Department, Jaws of Life- Allentown Fire Department, and Breathing Compressor (for refilling SCBA tanks)-Berrydale Fire Department. Additionally, a 4x4 LMTV vehicle was recently acquired for the Munson Fire Department.

Providing wildland fire training to local cooperators is another major area of involvement from the Florida Forest Service. This includes providing National Wildland Coordinating Group (NWCG) approved courses to local fire response personnel. The basic wildland firefighting courses of S-130 Wildland Firefighter Training, S-190 Introduction to Wildland Fire Behavior, and L-180 Human Factors on the Fire Line are offered periodically to local fire departments. These classes are required for certifying all structure firefighters in Florida and are provided free of charge. Additional classes on various subjects are offered periodically depending on the demand for the course.

## Wildfire Occurrence and Statistics for Santa Rosa

Santa Rosa County continues to experience wildfires on a regular basis. The majority of these fires are caused by human activity and are often suppressed in the early stages. Sometimes, fires grow rapidly due to fuel and weather conditions and can burn large areas and threaten numerous homes and timberlands. This year Santa Rosa experienced below average wildland fire activity again this year, and the acreage burned decrease significantly from last year. Despite this decrease Santa Rosa still experienced significant wildfire activity. Santa Rosa had the highest wildfire activity of the 3 counties in Blackwater District with 83 fires burning 594 acres. The top three causes were unknown, incendiary (arson), and escaped yard trash. The majority of the acres burned (203 acres) were the result of unknown causes. The next highest category was incendiary (82 ac.) which was followed by escaped yard trash (50 ac.). A summary of fires by cause and resulting acreage is presented in table 1 below.

Table 2: Fire Cause and Acreage for Santa Rosa County Fiscal Year 2013-2014

Cause	Fires	Percent	Acres	Percent
Campfire	2	2.41	4.0	0.67
Children	3	3.61	2.4	0.40
Debris Burn*	0	0	0.0	0
Debris Burn--Auth--Broadcast/Acreage	6	7.23	50.6	8.51
Debris Burn--Auth--Piles	3	3.61	41.6	6.99
Debris Burn--Auth--Yard Trash	10	12.05	44.3	7.45
Debris Burn--Nonauth--Broadcast/Acreage	1	1.20	2.0	0.34
Debris Burn--Nonauth--Piles	1	1.20	15.0	2.52
Debris Burn--Nonauth--Yard Trash	7	8.43	6.6	1.11
Equipment use*	0	0	0.0	0
Equipment--Agriculture	2	2.41	37.1	6.24
Equipment--Logging	0	0	0.0	0
Equipment--Recreation	1	1.20	2.5	0.42

Equipment--Transportation	0	0	0.0	0
Incendiary	17	20.48	82.0	13.78
Lightning	5	6.02	1.7	0.29
Miscellaneous --Breakout	1	1.20	98.0	16.47
Miscellaneous --Electric Fence	0	0	0.0	0
Miscellaneous --Fireworks	0	0	0.0	0
Miscellaneous --Power Lines	0	0	0.0	0
Miscellaneous --Structure	0	0	0.0	0
Miscellaneous--Other	2	2.41	4.0	0.67
Railroad	0	0	0.0	0
Smoking	0	0	0.0	0
Unknown	22	26.51	203.1	34.14
Total	83		594.9	

Another important piece of information is the type of acreage that is burned as a result of wildfires. Uncontrolled wildfires in commercial timberlands can result in significant economic losses to landowners. Wildfires in other natural areas have the potential to destroy wildlife habitat and valuable natural resources, unless they are suppressed. In 2014-2015 the majority of acres burned was on commercial timberland and forested areas (87%, 443 ac.), representing a significant threat to Santa Rosa's forest resources. While 16% of the acres burned were in non-forested areas; these fires often threaten homes and structures as well as non-forest natural areas like marshes. A summary of wildfires by the type of area burned is contained in table 2.

Table 3: Wildfires by Type of Area

County	Acres				Fires	Total Acres
	Limited Action	Commercial Forest	Non-Commercial Forest	Non-Forest		
Escambia	0.0	29.0	113.5	40.6	28	183.1
Okaloosa	0.0	40.1	42.6	40.1	22	122.8
Santa Rosa	65.3	314.6	129.9	85.1	83	529.6
Unspecified	0.0	0.0	0.0	0.0	0	0.0
Total	65.3	383.7	286.0	165.8	133	835.5

**Acreage Types:**

- Limited Action: Number of acres burned where limited action was taken in response to the fire
- Commercial Forest: Number of acres of commercial forest burned
- Non-Commercial Forest: Number of acres of non-commercial forest burned
- Non-Forest: Number of acres of non-forested land burned
- Fires: Total number of fires
- Total Acres: Total number of acres of all types.

In addition to direct suppression of wildfires Florida Forest Service personnel routinely respond to non-emergency fire calls which involve smoke issues or potential illegal burning activities. These responses often rectify dangerous situations and can prevent an illegal burning activity from becoming a wildfire. They also serve to help enforce Florida’s open burning laws through enforcement of Florida statutes and administrative rules. In fiscal year 2014-2015 Santa Rosa County FFS personnel responded to 39 smoke complaints and 32 illegal burning reports.

**Wildfire Mitigation and Prevention Programs**

A major component of the wildfire program in Santa Rosa is the prevention of wildfires through public education and mitigation of wildfire risk. Santa Rosa has a very active wildfire mitigation program through the Florida Forest Service. Utilizing the Regional Wildfire Mitigation Team, the Blackwater District was able to protect more than \$2.6 million worth of homes at an operating expense of a little over \$37, 406. This year’s projects included 25 acres of treatments with 4.8 miles of mowed fire breaks protecting 137 structures. A major focus of this program is the Wildland Urban Interface, where houses are interspersed within or border wildland and forest areas. The major areas of focus for the Wildfire Mitigation Program in Santa Rosa are Blackwater River State Forest, Garcon Point Peninsula, and Holley by the Sea. Mitigation

projects typically include establishment of firebreaks, mechanical fuel reduction, and prescribed burning. Blackwater River State Forest has a significant number of homes and private property scattered throughout the forest. An active prescribed burning program on the state forest reduces wildfire danger by removing accumulated forest fuels and improves forest health. This year on Blackwater River State Forest, 55,170 acres were burned in Santa Rosa County under prescribed conditions by FFS crews. The total acreage burned this year on Blackwater River State Forest was 75,457 acres.

Another method to reduce wildfires is through fire prevention programs. FFS fire prevention programs are designed to prevent wildfires through public education and promote wildland fire safety to homeowners. Programs are tailored to both adults and children and have included: Smokey Bear programs, prevention displays at schools and businesses, door to door campaigns, participation in parades, Arson Alert programs, billboard advertising, and public service messages through local media outlets. The goals are to make the public aware of how fires start, how to prevent fires, and how homeowners can make their homes and property more secure from wildland fires. This year there were 35 displays and programs in Santa Rosa that reached an estimated 4,850 adult and children, as well as numerous press releases to local media outlets that reached many thousands of residents. Several arson alert campaigns were conducted to combat the number of arson fires in the county. These consisted of door to door campaigns with the distribution of arson alert fliers and cards in areas with large numbers of arson fires. This program also offers rewards for information to the arson alert hotline if the information results in the arrest and conviction of an arsonist. The reduction in arson caused fires in this fiscal year shows that these campaigns are having a positive impact.

### **Prescribed Fire Program**

A major component of the Florida Forest Service's fire prevention program in Santa Rosa County is prescribed fire. Florida leads the nation in number of prescribed burn acres. The Florida Forest Service is not only tasked with the management of state forests and wildfire suppression, but also authorizing broadcast and pile burning in the state. Burn authorizations are free to landowners and serve to ensure burning is properly recorded and conducted under safe conditions. The forest ecosystems in Santa Rosa County require fire for proper management and ecosystem function. A well administered prescribed fire rotation on timberlands increases growth and yield, reduces fuel loads, and improves conditions for native plant and animal species. Prescribed fire reduces the occurrence of wildfires in the county, makes fire suppression easier and ultimately reduces the total number of acres burned by wildfires. It is consistently the most cost effective forest management tool for forest landowners. Broadcast burning is also important to agriculture and land clearing operations. During the 2014-2015 fiscal year 1,034 broadcast burn authorizations were issued for 100,500 acres and 1,254 pile burning authorizations were issued. FFS Forest Rangers also conduct On Site Inspections (OSI) to assure burn authorization

compliance and setback requirements are met. This helps to prevent the escape of burns from the authorized area and ensure safe burning practices. A total of 53 OSI's were conducted in Santa Rosa County this fiscal year. Table 3 shows a breakdown and summary of prescribed burning in the county during the fiscal year.

Table 4: Summary of Broadcast and Pile Burning in Santa Rosa 2013-2014 Fiscal Year

<b>Burn Type</b>	<b>Authorized Fires</b>	<b>Authorized Acres</b>	<b>Authorized Piles</b>
Agricultural--Pasture	99	2,123	106
Agricultural--Range management	3	41	0
Agricultural--Stubble (post harvest)	5	130	0
Agricultural--Sugarcane	0	0	0
Agriculture--Citrus	0	0	0
Land clearing--Non-residential--With ACI	36	0	36
Land clearing--Non-residential--Without ACI	185	4	495
Land clearing--Residential--With ACI	34	0	34
Land clearing--Residential--Without ACI	329	2	576
Silvicultural--Disease control	12	814	1
Silvicultural--Ecological	101	31,518	0
Silvicultural--Hazard removal	156	57,247	4
Silvicultural--Other	0	0	0
Silvicultural--Prior to seed	7	2,833	0
Silvicultural--Site preparation	60	4,790	0
Silvicultural--Wildlife	7	998	2
<b>Total</b>	<b>1,034</b>	<b>100,500</b>	<b>1,254</b>

## **Summary**

The Florida Forest Service continues to provide valuable support to Santa Rosa County through mutual aid programs, wildfire suppression, wildfire mitigation, fire prevention, and prescribed burning. This year saw changes to the response areas and equipment configurations, which will serve to improve operations in Santa Rosa. Fire activity was lower than previous years due to abnormally wet weather throughout the year. Despite wet conditions, a significant number of fires occurred in the county burning numerous acres of timberland and non-forest areas. The major cause of these fires was arson, which continues to be a major focus for Florida Forest Service and law enforcement personnel. Prescribed burning activity remained high with approximately 100,000 acres burned in the county. Prescribed burning continues to be an integral Florida Forest Service program to reduce wildfire risk and improve forest and ecosystem health. The Florida Forest Service continues to provide valuable assistance to local county cooperators through Federal excess leased equipment, fire training, common communications, and direct assistance. Active mitigation and prevention programs continue to work toward reducing the number of wildland fires and risks the homes and property of Santa Rosa County residents.

**RESOLUTION NO. 2015 - \_\_\_\_\_**

**A RESOLUTION ACCEPTING THE FINDINGS OF NECESSITY FOR THE CITY OF MILTON CRA II NORTH AND CRA III SOUTH, COMMUNITY REDEVELOPMENT AREAS, AND AUTHORIZING THE CITY OF MILTON TO UNDERTAKE THE ACTS NECESSARY TO ESTABLISH TWO NEW COMMUNITY REDEVELOPMENT AREAS.**

**WHEREAS**, in accordance with Section 163.355, Florida Statutes (2012), this Resolution is supported by data and analysis developed by the City’s Planning Department; and

**WHEREAS**, the data and analysis is found in the Findings of Necessity dated July 27, 2015 (“Attachment A”) warrants the creation of CRA II and CRA III; and

**WHEREAS**, the Santa Rosa County Board of Commissioners in concurrence with the Milton City Council, hereby makes a legislative finding that the conditions in the areas identified as Milton CRA II North & CRA III South meet the criteria described in Section 163.340(7) or (8), Florida Statutes, as stated herein; and

**WHEREAS**, the rehabilitation, conservation, or redevelopment, or a combination thereof, of such areas, including, the development of housing for residents of low or moderate income, is necessary in the interest of the public health, safety, and welfare of the residents of such county or municipality.

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

1. The aforementioned recitals are hereby incorporated by reference and adopted as findings of fact.
2. The geographic area included in the Milton CRA II North & CRA III South are officially established on the legal description (“Attachment B”) and map (“Attachment C”) attached to this Resolution.
3. This Resolution is supported by data and analysis and the Board makes a legislative finding of fact that the conditions in Milton CRA II North & CRA III South meet certain criteria described in Section 163.340(7) and (8), Florida Statutes. The Santa Rosa County Board of Commissioners ratifies the Finding of Necessity dated July 27, 2015.
4. Consistent with the provisions of Chapter 163.357, Florida Statutes, and affirms that the members of the City Council of the City of Milton shall continue to serve as the City of Milton Community Redevelopment Agency.

5. The Santa Rosa County Board of Commissioners calls on the City of Milton on the earliest practical date, and not more than one year from the date upon which this Resolution becomes effective, to complete and approve a community redevelopment plan for Agency approval. The Redevelopment Plan shall address each of the purposes for which the Milton CRA's II North & CRA III South Community Redevelopment Area was established and shall also comply with all applicable provisions of Chapter 163, Part III, Florida Statutes.

6. This Resolution shall take effect immediately upon passage by the Santa Rosa County Board of Commissioners.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2015, by a vote of \_\_ yeas, \_\_ nays, and \_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida.

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

**ATTEST:**

By: \_\_\_\_\_  
**Lane Lynchard, Chairman**

\_\_\_\_\_  
**Donald C. Spencer, Clerk of Court**

## Hunter Walker

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**From:** Randy Jorgenson <randy.jorgenson@ci.milton.fl.us>  
**Sent:** Wednesday, November 18, 2015 12:38 PM  
**To:** Hunter Walker  
**Cc:** Tony Gomillion; Heather Lindsay; Roy Andrews  
**Subject:** FW: SRC PPT CRA  
**Attachments:** Findings of Necessity CRA II & III.pdf; DB\_PropCRAs.jpg; Attachment B CRA II III Legals.docx

Hunter, in keeping with our previous conversations the City of Milton will soon be formally notifying you of its intent to establish two new CRA's North and South of our current CRA. We do so based on Findings of Necessity warranting there establishment. The correspondence will also indicate our intent to establish the Agency's and to adopt Redevelopment Plans for both. Finally, the agencies will develop Trust Funds for the deposit of TIF revenues, if any, derived from the potential appreciation in property values.

The City will be asking for the County to contribute to the Trust Funds at a rate that equates to 95% of your millage for the appreciable values. That is described in an Inter-local Agreement between SRC and the City. The inter-local is yet to be authored but will be forwarded for your consideration when complete. I have been in contact with your Planning Director and have developed a power point presentation she possesses for briefing your Board if you determine it to necessary. Attached you will find the Findings of Necessity and an associated map identifying the areas in question. Attached you will also find a resolution affirming the Findings of Necessity and calling on the City to undertake additional activities necessary to establish the CRA's. The resolution will need your formatting.

If you need additional clarification or additional information as always simply ask.

RLJ

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**From:** Beckie Cato [mailto:PZDirector@santarosa.fl.gov]  
**Sent:** Tuesday, November 03, 2015 3:47 PM  
**To:** Randy Jorgenson <randy.jorgenson@ci.milton.fl.us>  
**Subject:** RE: SRC PPT CRA

I agree.

From a timing perspective, they only have one meeting in November (next week) and one in December (Monday the 7<sup>th</sup> / Thursday the 10<sup>th</sup>). Hunter will be working to get next week's agenda out by tomorrow or Thursday, so the December meeting might be better. But he would be the one to talk to about that.

When you do the presentation, could you throw in a bit more about the Finding of Necessity criteria being somewhat broad in scope and even having something specific to tourist areas? In the future, if they consider the idea for other areas of the county, I don't want them to think that they all have to look the same with regard to current blighted conditions.

Thanks!

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**From:** Randy Jorgenson [mailto:randy.jorgenson@ci.milton.fl.us]  
**Sent:** Tuesday, November 03, 2015 3:01 PM

**To:** Beckie Cato <[PZDirector@santarosa.fl.gov](mailto:PZDirector@santarosa.fl.gov)>

**Subject:** RE: SRC PPT CRA

It is consistent. On the estimate that is difficult to discern. The current revenue stream is unchanged. Appreciation in property value is speculative. Courthouse moves, property values plummet, and the TIF is non-existent. On the other hand the Courthouse stays and investment is made. Any increase must be reinvested in the area it is derived from. The reinvestment and appreciation lead to an increase in value and the increase leads to investment. That's the situation we want to create. It is my concerted opinion that failing to do this will result in property values continuing to decline. The county does retain 5% of any increase but that is minor. When the mission is accomplished the property goes back on the roles and the county receives its millage at the level created by the successful effort. Doing this doesn't result in a decrease in your current revenue stream but not doing this can.

Is there anything else I can help you with? How soon do you want to put this before leadership?

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**From:** Beckie Cato [<mailto:PZDirector@santarosa.fl.gov>]

**Sent:** Monday, November 02, 2015 9:21 AM

**To:** Randy Jorgenson <[randy.jorgenson@ci.milton.fl.us](mailto:randy.jorgenson@ci.milton.fl.us)>

**Subject:** RE: SRC PPT CRA

Just two questions:

Is the request to the county consistent with the agreement for the current CRA?

Do you have an estimate of the amount of money that could be generated with the TIF?

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**From:** Randy Jorgenson [<mailto:randy.jorgenson@ci.milton.fl.us>]

**Sent:** Thursday, October 22, 2015 9:42 AM

**To:** Beckie Cato <[PZDirector@santarosa.fl.gov](mailto:PZDirector@santarosa.fl.gov)>

**Cc:** Roy Andrews <[RoyA@santarosa.fl.gov](mailto:RoyA@santarosa.fl.gov)>; Heather Lindsay Private Email <[hfl@lal-law.com](mailto:hfl@lal-law.com)>

**Subject:** SRC PPT CRA

Beckie please review and comment. As you recall this information along with supporting maps, illustrations and our findings will all be going to the BOCC for their review and concurrence.

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Under Florida's public records laws, the City of Milton's emails may be considered public record and subject to inspection or disclosure to the public. If you do not wish to have your emails possibly disclosed to the public, please do not communicate with the City of Milton through email.

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Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses are public records. If you do not want the content of your email or your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.

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THE CITY OF MILTON

# FINDINGS OF NECESSITY:

CRA's II & III

Planning and Development Department

7/27/2015

## I. Executive Summary

This Finding of Necessity was initially conducted by staff beginning in 2012, was completed in February of 2013, and has recently (July, 2015) undergone an updating process to ensure that it reflects the most current situation and data.

The City of Milton created a Community Redevelopment Area (CRA) for its Downtown and a portion of its Waterfront in 1982. Recently, the City has identified two additional areas, adjacent to the original CRA, in need of the same approach to addressing the deteriorated conditions found there. The proposed new CRA areas are geographically and socioeconomically connected to the initial area of concern. Figure 1, below, identifies the original and the proposed CRA's. The newly proposed CRA's border the current CRA, one to the North and the other just to the South. This instrument is a survey of the proposed CRA areas and shall be used to determine if the conditions in the designated areas necessitate the establishment of two new Community Redevelopment Areas (CRA's).

## II. Overview and Purpose

The City of Milton, located in Santa Rosa County, was incorporated in 1844. Figure 2 provides a regional perspective of the City showing Santa Rosa County and its municipalities. Milton is located along the Blackwater River and serves as the County seat. The City is transected by US Highway 90 and State Roads 87 and 89. The community enjoys nearby access to Interstate 10.

The City of Milton originally formed the CRA through the adoption of Ordinance No 687. The existing CRA is generally linear in geographic shape with its north/south axis relatively parallel to the Blackwater River and is centered by US 90 in the City's historic downtown. In order to continue to encourage redevelopment and growth in the downtown area as well as in its surrounding areas, the City is examining the feasibility of establishing the two new CRA's, which if completed would serve to envelope the existing CRA. This would essentially create a lengthier or protracted CRA setting that would, for all intents and purposes, exist along the entire Riverfront.





There are three primary benefits of establishing CRA's:

1. Tax increment financing which diverts future property tax revenues from Santa Rosa County and the City to a trust fund for redevelopment projects
2. Increased eligibility for federal and state grants that can be used for infrastructure improvements business development and property acquisition and
3. A master planning approach and implementation strategy for the area.

Of the three primary benefits of a CRA, the first, utilization of tax increment financing (TIF) requires the establishment of a base year for future funding purposes. The latest years taxable assessment is used as the base or starting point. From that year forward for a period of up to 30 years (w/o extensions) any increase in taxable property assessment, known as an increment, is collected and placed into a trust fund for the redevelopment area and then reinvested in that area according to an approved master plan. The increment comes from both municipal and county property tax revenues.

In addition to TIF, CRA's increase the City's eligibility for a variety of state and federal grants. The grants available can be used for development of affordable housing, business development programs, small business loans, and property acquisition. The end result is an increase of the money available for public investment in the specified area over what would have been available prior to the establishment of the CRA. Lastly, the redevelopment area benefits due to the application of a master planning approach which creates a vision for the area and specifies an implementation program to accomplish that vision.

The purpose of a CRA is to bolster the economy in a qualified area. Under Florida Statute, local governments have the ability to designate certain areas as CRA's provided the areas meet specific criteria. Examples of conditions that can support the creation of a Community Redevelopment Area include, but are not limited to: the presence of substandard or inadequate structures, a shortage of affordable housing, inadequate infrastructure, insufficient roadways, and inadequate parking. To document that the required conditions exist, the local government must survey the proposed redevelopment area and prepare a Finding of Necessity. If the Finding of Necessity determines that the required conditions exist, the local government may create a Community Redevelopment Area to provide the tools needed to foster and support redevelopment of that targeted area.

The City is pursuing the possible establishment of these new CRA's to prevent the further deterioration and decline of the older commercial and residential areas and also to ensure that the old industrial areas of the City do not experience further decline and to encourage reinvestment. These areas are also inherently related to the current CRA, serving as the gateways to the existing Community Redevelopment Area from both the south and the north. The potential new area north of the CRA can be generally described as that area east of Broad Street between Madison Street and Munson Highway. To the south, the proposed area includes a large tract of land adjacent to the CSX rail line with its terminus just west of Henry Street and south of the City's Wastewater Treatment Plant.

### III. CRA Criteria Florida State Requirements

Chapter 163, F.S. allows municipalities to designate Community Redevelopment Area's (CRA's) as special districts where future County and City property tax increment revenues can be used to fund infrastructure improvements and development, as well as new redevelopment initiatives. The initial step in the process of designating a CRA is the Findings of Necessity for redevelopment. These findings will be adopted by resolution and will address one or more slum or blighted areas or areas exhibiting a shortage of affordable housing in the municipality and that the rehabilitation, conservation, or redevelopment of these areas are necessary and in the interest of the public's health, safety, and welfare. Following this legislative finding the City can establish the Community Redevelopment Agency and prepare Community Redevelopment Plans for the CRA areas. Finally, the City CRA can begin accumulating tax increment financing revenues and implementing the adopted CRA plans. It is important to note that a CRA does not increase the millage rate on properties located within its boundaries.

Qualification for designation as a CRA requires that the identified geographic area meet one or more of the criteria set forth in Chapter 163, Part III, Florida Statutes. These criteria are listed below:

1. "Slum area" means an area having physical or economic conditions conducive to disease, infant mortality, juvenile delinquency, poverty or crime because there is a predominance of buildings or improvements whether residential or nonresidential which are impaired by reason of dilapidation deterioration age or obsolescence and exhibiting one or more of the following factors:

- a. Inadequate provision for ventilation, light, air, sanitation or open spaces
- b. High density of population compared to the population density of adjacent areas within the county or municipality and overcrowding as indicated by government statistics or other studies and the requirements of the Florida Building Code, or
- c. The existence of conditions that endanger life or property by fire or other means

2. "Blighted area" means an area in which there are a substantial number of deteriorated or deteriorating structures in which conditions as indicated by government statistics or other studies are leading to economic distress or endanger life or property and in which two or more of the following factors are present:

- a. Predominance of defective or inadequate street layout, parking facilities, roadways, bridges or public transportation facilities.
- b. Aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the 5 years prior to the finding of such conditions.
- c. Faulty lot layout in relation to size adequacy accessibility or usefulness.
- d. Unsanitary or unsafe conditions.
- e. Deterioration of site or other improvements.
- f. Inadequate and outdated building density patterns.
- g. Falling lease rates per square foot of office commercial or industrial space compared to the remainder of the county or municipality.
- h. Tax or special assessment delinquency exceeding the fair value of the land.
- i. Residential and commercial vacancy rates higher in the area than in the remainder of the county or municipality.
- j. Incidence of crime in the area higher than in the remainder of the county or municipality.
- k. Fire and emergency medical service calls to the area proportionately higher than in the remainder of the county or municipality.
- l. A greater number of violations of the Florida Building Code in the area than the number of violations recorded in the remainder of the county or municipality.

- m. Diversity of ownership or defective or unusual conditions of title which prevent the free alienability of land within the deteriorated or hazardous area or,
- n. Governmentally owned property with adverse environmental conditions caused by a public or private entity.
- o. A substantial number or percentage of properties damaged by sinkhole activity which have not been adequately repaired or stabilized.

However, the term “blighted area” also means any area in which at least one of the factors identified in paragraphs (a) through (o) is present and all taxing authorities subject to s. 163.387(2)(a) agree, either by interlocal agreement with the agency or by resolution, that the area is blighted. Such agreement or resolution must be limited to a determination that the area is blighted. For purposes of qualifying for the tax credits authorized in chapter 220, “blighted area” means an area as defined in this subsection.

## IV. Proposed Community Redevelopment Area’s

### A. Area Characteristics

The recommended boundaries for the proposed CRA’s are shown in Figure 1. The areas being considered for the establishment of the new CRA’s include that area east of Broad Street between Madison Street and Munson Highway, otherwise known as CRA II (approximately 38 acres). The second proposed new CRA, CRA III, includes a large tract of land south of the CSX railroad ending just West of Henry Street (approximately 64 acres). The gross area of the proposed CRA’s is approximately 102 acres, not including road right-of-ways (ROW).

Approximately 25 percent or 24.91 acres of the gross area is either undeveloped or vacant currently. Vacant, for the purposes of this survey, include those parcels which had at one time contained a structure but currently do not. Much of this land is over grown, littered with debris and trash, and for all intents and purposes, neglected. There are currently 11.5 acres of industrial, light industrial, and manufacturing uses which are considered non-conforming, including the City of Milton Waste Water Treatment Plant. Plans for the construction of the new East Milton Waste Water Treatment Plant are included in the City’s adopted Five Year Capital Improvements Schedule. There are also approximately

11 acres of Public land within the proposed CRA areas which the City maintains. Of the remaining land area, approximately 54.5 acres support commercial and residential uses.

Forty one (41) percent of the residential, commercial, and mixed use zoned properties within the two proposed CRA's are in a state of disrepair, overgrowth and/or dilapidation. The survey also found that over 30 percent of the residential structures have deteriorated nearly to a point of becoming a public safety concern and that 84 percent of the total structures are exhibiting some degree of deterioration. This figure is somewhat misleading as there are structures located within the proposed CRA's that could not be accessed through normal activities and staff is of the opinion that that percentage might climb a little higher given full participation of property owners and opportunity to inspect all of the structures both internally and externally. The great majority of the land within the proposed CRA's are in a general state of neglect. Nearly 60% of the properties are in what could be considered a derelict state, while another quarter of the parcels are showing signs of wear and tear. The majority of the proposed areas, in general, are either underdeveloped or are deteriorated, nearly to point of un-inhabitation. Similar too many other parts of Florida, those properties that are habitable are often not affordable to those low and moderate income residents including the disenfranchised and the elderly, in this instance, the proposed CRA areas are no different.

**Table 1: Generalized Condition Summary**

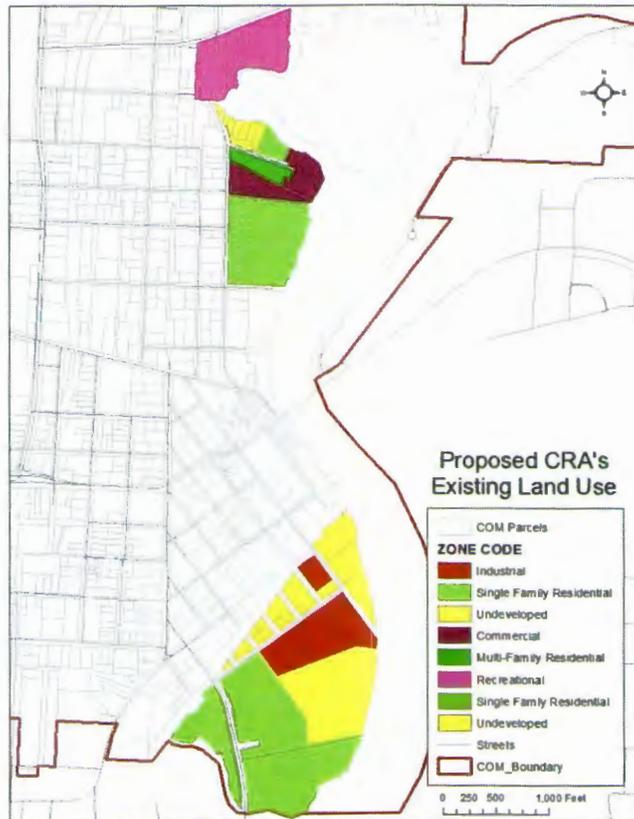
CONDITION	CLASSIFICATION	UNITS	AREA	PERCENTAGE
<b>DETERIORATED STRUCTURES</b>	Poor	20		41%
<b>DETERIORATED PARCELS</b>	Poor	35	33.27 ac.	58%
<b>DETERIORATING STRUCTURES</b>	Fair	21		43%
<b>DETERIORATING PARCELS</b>	Fair	15	53.56 ac.	25%
<b>INADEQUATE ROADWAYS</b>		1.00 linear miles		80%

## B. Land Use

**Table 2: Proposed CRA II & CRA III Combined Generalized Existing Land Use**

EXISTING LAND USE	APPROX. LAND AREA (ACRES)	APPROX. PERCENT OF PROPOSED CRA AREAS
RECREATION	11.2	11%
INDUSTRIAL	11.4	11%
RESIDENTIAL (SFR, MFR)	44.4	44%
COMMERCIAL	6.1	6%
UNDEV./VACANT	28.9	28%
<b>TOTAL</b>	<b>102</b>	<b>100%</b>

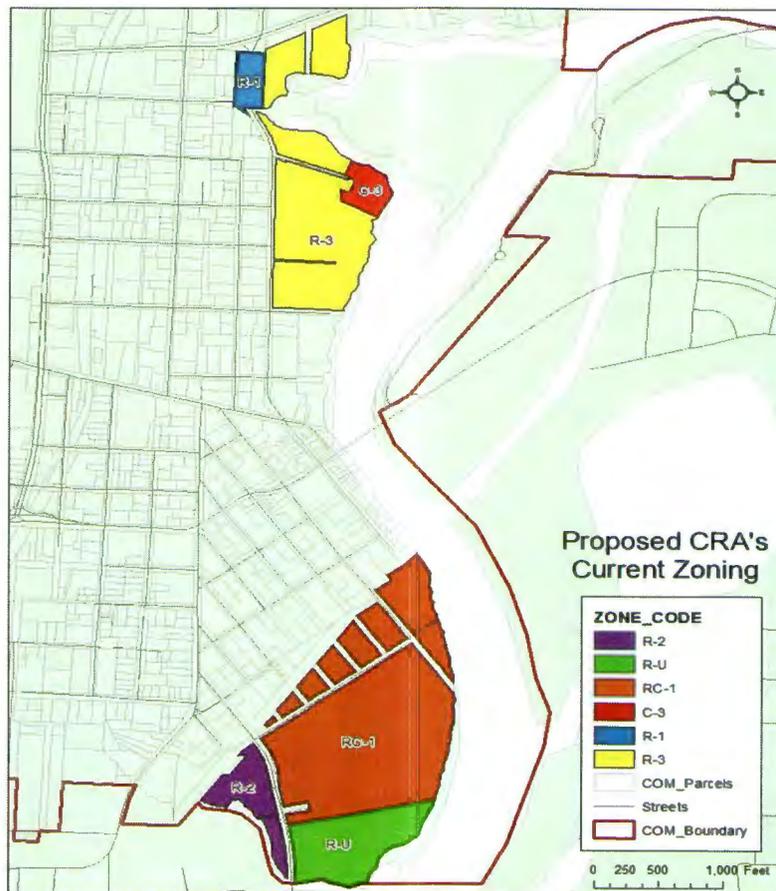
**Figure 3: Proposed CRA's Existing Land Use**



**Table 2: Proposed CRA II & CRA III Combined Current Zoning**

ZONING DISTRICT	APPROX. AREA (ACRES)	PERCENT OF PROPOSED CRA'S
R-1	3	3.2%
R-2	6	5.6%
R-3	30	30%
RC-1	48	46.9%
C-3	3	2.6%
R-U	12	11.7%
<b>TOTAL</b>	<b>102</b>	<b>100%</b>

**Figure 3: Current Zoning of Proposed CRA Areas**



*Table 3 Proposed CRA II & CRA III Combined Future Land Use*

FUTURE LAND USE DESIGNATION	APPROX. AREA (ACRES)	PERCENT OF PROPOSED CRAS
SINGLE-FAM. RESIDENTIAL	9	8.82%
MULTI-FAM RESIDENTIAL	22.8	22.35%
RESIDENTIAL/COMM. (MIXED USE)	47.7	46.76%
COMMERCIAL	2.7	2.65%
RURAL-URBAN DESIGNATION	11.9	11.67%
RECREATIONAL	7.9	7.75%
<b>TOTAL AREA</b>	<b>102</b>	<b>100%</b>

*Figure 4: Proposed CRA Future Land Use*



## V. Determining Blight and Slum.

Field surveys were conducted to provide accurate assessments of physical conditions in and around the proposed CRA. A number of information sources and analytical techniques were used in the determination of the need for redevelopment. Initial fieldwork focused on the appropriate boundary of the new districts. Field analysis included visual surveys of conditions of infrastructure, vacant lots, debris piles, building structures and facades, roads and traffic, parking, property maintenance, lighting, and other potential “blighting” and/or “slumming” aspects and influences. Land use conflicts were also noted.

City and County records and analyses by technical staff were utilized to provide important background information on code enforcement trends, infrastructure deficiencies, property tax values and trends, land subdivision and ownership, programmed public improvements and other factors. The existing Milton Community Redevelopment Plan completed in 1982 was also utilized as a basis of information for this report. The information collected was assessed against the criteria presented previously in this report to determine the existence of slum and blight conditions, the overall need for redevelopment, and to finalize the boundary for the proposed CRA’s.

### A. Need for Redevelopment

Based on field surveys and updated analysis, Figure 5 presents a composite image of the deteriorating conditions within the proposed CRA’s. More specifically Figure 5 identifies and delineates the parcels and structures with deteriorated conditions, deteriorated lot conditions, and deteriorated site improvements. All of which are prerequisites for establishing a CRA.

The gross acreage of the proposed CRA areas including road right of ways is approximately 120 acres. Using this gross acreage the conditions illustrated in Table 5 account for the following proportions of the study area.

Table 5 below represents earlier findings and is included here to implicate a continuity in the deteriorated condition of the proposed redevelopment areas. It presents the summation of structural

and overall property condition nearly 2.5 years ago by providing an inventory of building and lot situations within the proposed CRA's. The location of each building and lot surveyed is shown on the map, *Figure 5*. Building and lot conditions have been rated according to the following scale:

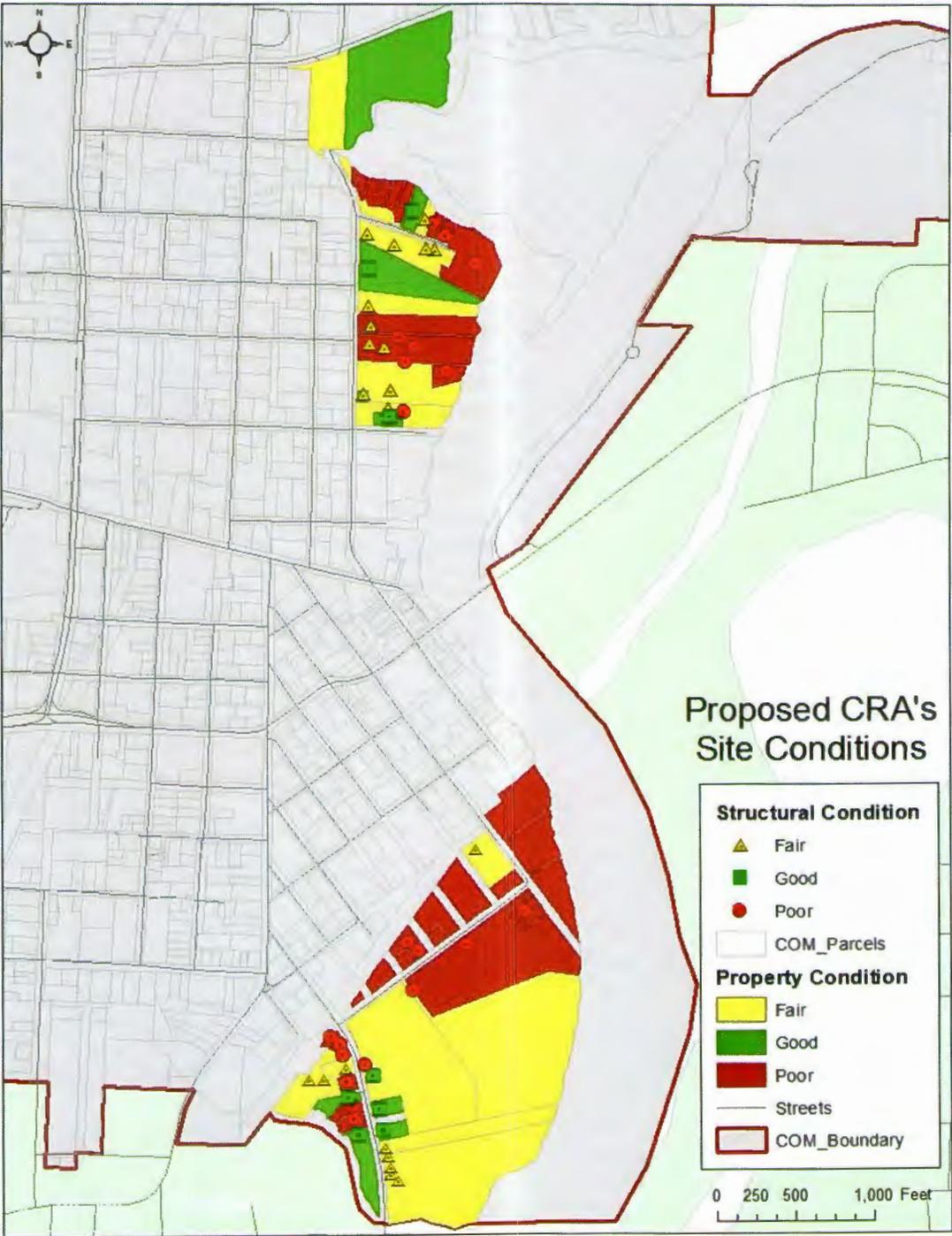
**Table 5: Initial Site Condition Summary**

<b>BUILDING CONDITION</b>	<b>LOT CONDITION</b>		
<b>GOOD CONDITION</b>	Good Condition		
<b>FAIR CONDITION</b>	Fair Condition		
<b>POOR CONDITION</b>	Poor Condition		
<b>BUILDING AND LOT CONDITIONS BY STREET</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<b>MADISON STREET</b>	0	0	1
<b>BROAD STREET</b>	2	2	0
<b>HENRY STREET</b>	2	4	6
<b>MUNICIPAL DR.</b>	0	2	5
<b>VACANT LOTS ON MUNICIPAL DRIVE</b>	0	0	9
<b>QUINN STREET</b>	7	3	1
<b>JACKSON LANE</b>	0	2	0
<b>ELMIRA ST</b>	0	1	3
<b>TOTALS</b>	<b>11</b>	<b>14</b>	<b>25</b>

\* The earlier survey efforts indicate 50 units of consideration. Currently and as part of this extended survey, there are 49 structures and 60 parcels under consideration.

Thirty four of the properties surveyed in the proposed CRA's currently have residential, commercial, or industrial structures on them. Of the structures surveyed nearly all or 84 percent of the structures are in a dilapidated or deteriorating condition. In addition 82 percent of the lots within the proposed CRA's are considered to be in a deteriorated state or are deteriorating due to neglect.

Figure 5: Generalized Site Conditions in the Proposed CRA's



## Dilapidated and Deteriorated Structures

A dilapidated residential structure parcel I.D. # 03-1N-28-2530-04600-0060 located at or about the northeast corner of Henry Street and Municipal Drive. The structure is clearly in a state of disrepair and has been for some time. This structure is one of the first properties seen when entering the City of Milton.



July 23, 2015:



Structures in poor condition near the intersection of Municipal Drive and Henry Street. These structures are typical to the majority of residential uses in the proposed CRA's.



July 23, 2015





### Vacant/Undeveloped Land and Non-Conforming Structures

Another indicator of depressed conditions within the proposed CRA's is the amount of vacant and undeveloped land. As mentioned in an earlier section, on existing land uses, approximately 26 acres of the proposed CRA areas are comprised of vacant and/or undeveloped land. These lands are dispersed throughout the proposed CRA's with a significant concentration occurring in the southern area. The conglomeration of vacant land is evidence of a lack of investment throughout the area and an indication of further decline and continued deterioration. The following images are of vacant and non-conforming lots in poor condition, generally located between the CSX Railroad and Municipal Drive within the proposed CRA areas.

As mentioned earlier, there are a number of non-conforming structures within the proposed CRA. The most significant is the City's Wastewater Treatment Plant.







### Junk Trash and Debris

The nature of the proposed redevelopment areas allows for the accumulations of litter and debris and at times it can be a significant issue in the proposed CRA's. This is due, in part, to the lack of maintenance and the resultant overgrowth of vegetation in these areas. The general depressed condition of the areas not only provides the natural basin for the collection of whatever trash floats by but is also conducive to behavior that leads directly to further accumulation. When an area is in an obvious state of disrepair, some people find it convenient to use it as a dump in which trash and debris may be thrown.





### Code Enforcement Violations

Recently, Code Enforcement has begun the abatement process on two structures within the proposed CRA areas. The majority of the residential structures have fallen into disrepair and are occupied by the disenfranchised or squatters, who do not have the means nor, often times, the desire to make repairs and keep up with the general maintenance necessary to avoid dilapidation and code violation. There have been approximately 148 Code violations issued since 1990 in the proposed CRA area's as shown in the following table.

**Table 6: Code Violations 1990 – 2012 within the Proposed CRA Areas**

CODE VIOLATION	AMOUNT
BUILDING MAINTENANCE	23
PROPERTY MAINTENANCE	20
LANDSCAPE MAINTENANCE	20
PUBLIC NUISANCE	20
JUNK TRASH OR DEBRIS	21

**OVERGROWN VEGETATION**

22

**ABANDONED VEHICLES**

22

\*Since 2012 there have been approximately 35 additional Code violations within the Proposed Redevelopment areas. Generally, the violations have been related to overgrowth and maintenance.

Public nuisance infractions, abandoned vehicles, junk, trash or debris, and overgrown vegetation are the most prevalent in the proposed CRA's. These types of violations are followed by property maintenance issues. Public nuisance issues are prevalent to a greater extent than in other parts of the community. This is an indicator as well as a symptom of the blighted conditions that exist within the proposed CRA areas.

### **Inadequate Transportation Facilities**

#### **Defective or Inadequate Street Layout:**

Though the roadways within the proposed redevelopment areas are not extensive the layout is insufficient. The street system does not accommodate residents in the areas, as it serves mainly to move others through. There are unpaved areas and the paved roadways have numerous potholes and ruts and become largely impassable in inclement weather. In the past, the system served the needs of the industrial uses and others which were permitted there and moved the trucks and workers into and out of the areas. However, the current roadway system is insufficient to serve the land uses available and desired in the proposed redevelopment areas.

### **Tax Base Growth**

As the economy appears to be rebounding and the market is coming back in a much more prolific way than it was even 4 years ago, property values in the proposed CRA areas have been climbing slower than the surrounding City as a whole. The following table shows the total taxable value growth between 2001 and 2011 for the City of Milton, Santa Rosa County, and the proposed CRA's.

**Table 7: Taxable Value Change Comparison**

DISTRICT	2001 TAXABLE VALUE	2011 TAXABLE VALUE	PERCENT CHANGE
SANTA ROSA COUNTY	\$4,568,997,095.00	\$7,368,960,551.00	+ 61.28%
CITY OF MILTON	\$214,615,465.00	\$297,627,518.00	+ 38.68%
NORTH CRA	\$2,308,397.00	\$2,381,260.00	+ 3.16%
SOUTH CRA	\$1,133,356.00	\$1,276,716.00	+ 12.65%

## VI. Conclusions

Based on the information presented in this survey, the City of Milton proposed CRA's meet or exceed the standards required by the State for the establishment and/or expansion of a Community Redevelopment Area. The following table indicates which State required criteria the proposed CRA areas meet. Please note that a CRA is not required to meet all of the criteria but only one or more.

**Table 8: Summary of Statutory Requirements and Conditions Identified in the Proposed CRA Areas**

AREA	CONDITION	NA/Y/N/UN
<b>SLUM AREA</b>	<b>Related to Structures</b>	
A.	Inadequate provision of ventilation, light, air, sanitation	UN
B.	High density population	N
C.	The existence of conditions that endanger life or property.	Y
<b>BLIGHTED AREA</b>	<b>Related to Area</b>	
A.	Predominance of defective or inadequate street layout...	Y
B.	Failure of appreciable property value increase	Y
C.	Faulty lot layout	N
D.	Unsanitary or unsafe conditions	Y
E.	Deterioration of site or improvements	Y
F.	Inadequate or outdated density patterns	N

<b>G.</b>	Falling lease rates relative to surroundings	NA
<b>H.</b>	Tax delinquency exceeding fair value of land	UN
<b>I.</b>	High vacancy rates relative to surroundings	UN
<b>J.</b>	Incidence of crime higher than surroundings	N
<b>K.</b>	Fire and emergency response higher than surroundings	N
<b>L.</b>	Florida Building Code violations higher than surroundings	UN
<b>M.</b>	Defective or unusual title conditions	UN
<b>N.</b>	Governmentally owned property with adverse environmental conditions	UN
<b>O.</b>	Substantial sinkhole damage	NA

NA – Not Applicable

Y – Condition Exists

N – Condition Does Not Exist

UN – It is Unclear or Undetermined if the Condition Exists

**Community Redevelopment Area II North**

**LEGAL DESCRIPTION**

COMMENCE AT THE INTERSECTION OF THE WESTERN BOUNDARY OF THE BLACKWATER RIVER, AND THE SOUTHERLY RIGHT-OF-WAY LINE OF MADISON STREET; THENCE MOVE WESTERLY ALONG SAID SOUTHERN RIGHT-OF-WAY LINE OF MADISON STREET TO ITS INTERSECTION WITH THE CENTERLINE OF BROAD STREET; THENCE NORTHERLY ALONG SAID CENTERLINE OF BROAD STREET TO ITS INTERSECTION WITH THE SOUTHERLY RIGHT-OF-WAY LINE OF MUNSON HIGHWAY; THENCE EASTERLY ALONG SAID MUNSON HIGHWAY RIGHT-OF-WAY LINE TO THE EASTERN PROPERTY LINE OF CARPENTER'S PARK; THENCE SOUTHERLY ALONG THE EASTERN PROPERTY LINE OF CARPENTER'S PARK TO THE WESTERN SHORELINE OF THE BLACKWATER RIVER; THENCE CONTINUE WESTERLY, SOUTHEASTERLY, THEN SOUTHERLY ALONG SAID WESTERN BOUNDARY OF THE BLACKWATER RIVER TO THE POINT OF BEGINNING.

**Community Redevelopment Area III South**

**LEGAL DESCRIPTION**

COMMENCE AT THE INTERSECTION OF THE WESTERN SHORELINE OF THE BLACKWATER RIVER, AT ITS INTERSECTION WITH THE CENTERLINE OF THE CSX RAILROAD TRACKS, OTHERWISE KNOWN AS THE POINT OF BEGINNING; THENCE SOUTHEASTERLY, THEN SOUTHWESTERLY ALONG WESTERN SHORELINE OF BLACKWATER RIVER; TO THE CENTERLINE OF MOUTH OF TILL BAYOU, OTHERWISE KNOWN AS THE CITY OF MILTON BOUNDARY LINE; THENCE NORTHWESTERLY ALONG THE CENTERLINE OF TILL BAYOU AND CITY OF MILTON BOUNDARY LINE TO THE WESTERN RIGHT-OF-WAY LINE OF THE CSX RAILROAD (FORMERLY KNOWN AS L&N RAILROAD); THENCE CONTINUE NORTHWESTERLY ALONG THE CENTERLINE OF TILL BAYOU TO THE CENTERLINE OF THE CSX RAILROAD; THENCE NORTHEASTERLY ALONG SAID CENTERLINE OF THE CSX RAILROAD TO THE POINT OF BEGINNING



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



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

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

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

TO: Board of Commissioners

FROM: *HW* Hunter Walker, County Administrator

DATE: November 4, 2015

SUBJECT: Polynesian Isles Boating Restrictions

At the November 3, 2015 meeting the Marine Advisory Committee reviewed the request from the Polynesian Isles Homeowners Association regarding establishment of boating wake restrictions for the canals within the development. Florida Statute 327.46 allows counties to designate waterways with less than 75 ft. width as "slow speed, minimum wake" zones via ordinance.

The Marine Advisory Committee reviewed and approved the request to recommend the Board develop boating restriction designating the canals as "slow speed, minimum wake" areas and post appropriate signage as outlined by the Florida Fish and Wildlife Conservation Commission.

The County Attorney will draft ordinance for placement on the December 7, 2015 Committee-of-Whole meeting.

cc: County Attorney  
Public Works Director

July 27, 2015

Dear Mr. Walker,

I am writing this email on behalf of the Polynesian Island HOA board, of which I am a member. If you are not familiar with our subdivision, it is a collection of approximately 427 homes on a canal system located in Gulf Breeze. Many of the property owners have boats either moored or on boat lifts.

Over recent years, it has become an issue with residents driving boats at a speed not conducive to a safe manner of operation. The action of these boaters have become a nuisance. Boats are constantly being tossed against the seawalls and or docks resulting in damage. The wake is causing substantial damage and erosion to seawall's and properties which have no seawall or barrier. Above all, it is a safety issue. The canal system is not only used by boaters, but is a popular venue for paddle boarding, recreational swimming, (mostly children) and kayaking. We feel that it is only a matter of time before there is an unfortunate incident resulting in death, personal injury, or serious property damage.

We would like some guidance and or help in designating our canals as a no wake zone. I have spent the past week contacting the different relevant agencies regarding the issue; each of the law enforcement agencies: US Coast Guard, Department of Environmental Protection, Santa Rosa County Sheriff's office, etc, have said they can and would enforce any violation of a No Wake Zone, but only if the area is designated by the County as such. We are reaching out to you in the hope the County can help us settle this matter to the betterment of the boating community before any further problems arise.

Sincerely,

Stephen Grogan

850-377-7657  
3025 Coral Strip Pkwy  
Gulf Breeze, FL 32563

### 327.46 Boating-restricted areas.--

(1) Boating-restricted areas, including, but not limited to, restrictions of vessel speeds and vessel traffic, may be established on the waters of this state for any purpose necessary to protect the safety of the public if such restrictions are necessary based on boating accidents, visibility, hazardous currents or water levels, vessel traffic congestion, or other navigational hazards.

(a) The commission may establish boating-restricted areas by rule pursuant to chapter 120.

(b) Municipalities and counties have the authority to establish the following boating-restricted areas by ordinance:

1. An ordinance establishing an idle speed, no wake boating-restricted area, if the area is:

a. Within 500 feet of any boat ramp, hoist, marine railway, or other launching or landing facility available for use by the general boating public on waterways more than 300 feet in width or within 300 feet of any boat ramp, hoist, marine railway, or other launching or landing facility available for use by the general boating public on waterways not exceeding 300 feet in width.

b. Within 500 feet of fuel pumps or dispensers at any marine fueling facility that sells motor fuel to the general boating public on waterways more than 300 feet in width or within 300 feet of the fuel pumps or dispensers at any licensed terminal facility that sells motor fuel to the general boating public on waterways not exceeding 300 feet in width.

c. Inside or within 300 feet of any lock structure.

2. An ordinance establishing a slow speed, minimum wake boating-restricted area if the area is:

a. Within 300 feet of any bridge fender system.

b. Within 300 feet of any bridge span presenting a vertical clearance of less than 25 feet or a horizontal clearance of less than 100 feet.

c. On a creek, stream, canal, or similar linear waterway if the waterway is less than 75 feet in width from shoreline to shoreline.

d. On a lake or pond of less than 10 acres in total surface area.

3. An ordinance establishing a vessel-exclusion zone if the area is:

a. Designated as a public bathing beach or swim area.

b. Within 300 feet of a dam, spillway, or flood control structure.

(c) Municipalities and counties have the authority to establish by ordinance the following other boating-restricted areas:

1. An ordinance establishing an idle speed, no wake boating-restricted area, if the area is within 300 feet of a confluence of water bodies presenting a blind corner, a bend in a narrow channel or fairway, or such other area if an intervening obstruction to visibility may obscure other vessels or other users of the waterway.

# Polynesian Isles Canals



CANAL WIDTHS PER AERIALS

The GIS maps and data distributed by the Santa Rosa County BEAC departments are derived from a variety of public and private sector sources, considered to be dependable, but the accuracy, completeness, and currency thereof are not guaranteed. The Santa Rosa County Commission makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the County Geographic Database. Additionally, the Santa Rosa Commission or any agent, servant, or employee thereof assume no liability associated with the use of this data, and accept no responsibility to maintain it in any manner or form. For further map assistance, call 850-983-1840 or email [gis@countysra.fl.us](mailto:gis@countysra.fl.us), SRCC mapping website: <http://www.countysra.fl.us>



CONTRACT REVIEW

Coastal Concessions would like to express our appreciation for the opportunity to manage the Navarre Beach Pier. We also understand with this opportunity comes great responsibility. As we all know, we did not inherit the proposed turn-key operation as promised in the original Request for Proposal. Because of this we had to do adapt and overcome. Our main objective for our first year operations was pretty simple, to re-build and focus on operations. Not to dwell in the past, but to help support our narrative we believe its necessary to remind the public and County what we have overcome.

**Navarre Beach Fishing Pier never closed.** We were open at 4:45am New Year's Day. Our goal was to observe and research the local fisherman's and tourist's needs and wants. We have purchased a separate point of sale system for Santa Rosa County so funds will not be intermingled. We were told this purchase was to be reimbursed. Our original POS was through a company called LEAF. This system was inadequate for our operations. We became aware of this when we started our audit with Mr. Barrows. The purpose of an audit, in our eyes, is to find the things that work and things that did not work. This was the number one issue we had. Since the audit we have, once again, purchased a new state of the art point of sale worth over \$12,000.00 to correct those issues.



After moving in and assessing the damage our goal was to start an intense and deep clean to include getting rid of a huge rodent problem, and trouble shoot the electrical, plumbing, sewer, and communication lines. Unfortunately, what we inherited was worse than we or anybody could imagine. Some examples include a wall outlet that was spliced in the ceiling to an extension cord, ran right above the electrical panel and spliced to another cable that dropped in the panel. Wood flooring that was rotted, molded, and mildewed. Makeshift walls with zero structure support. A kitchen that, once was inspected, was told it was an illegal operation, a bar that was "missing", a 10x10ft walk-in refrigerator that was "missing", all trash cans were missing, and all pier benches were missing. There was cut up soda cans in the water lines, cut pipes - cut electrical - cut water lines under the pier. Human waste smeared on the walls in both bathrooms. We were not allowed onsite until January 1, this means zero turn-around time. We walked in with a POS, coffee maker, and change to make sure the County had an open pier during the holiday break.

# Lagerheads

ON THE GULF



Coastal Concessions has made tremendous strides and have moved mountains in a very short time. We have built a new kitchen, remodeled and upgraded the store, built a new bar, installed a new walk-in refrigerator, built a new down stairs bar, upgraded power, water, and communications lines. Most of our money spent cannot be seen by the general public, the money is under the pier, inside the walls, and ceiling. We have got rid of the drugs, underage drinking, fights, and loud music and have turned it into a family environment. Below is a breakdown of **major** buildout and upgrade expenses to become operational.

<u>Kitchen:</u>	<u>Store:</u>	<u>Bar:</u>	<u>Misc:</u>
hood system: 12,500.00	Shelving: 800.00	Build out: 55,200	Seating: 9,200.00
Equipment: 14,219.00	Flooring: 450.00	Walk in: 9,400.00	Trash cans: 800.00
walls/flooring: 4,500.00	Countertop: 395.00	Equipment: 9,300.00	Internet: 3,600
Contractor: 38,406.00	Equipment: 3,400.00	<b>Total: 73,900.00</b>	Electrical: 4,200
<b>Total: \$69,625.00</b>	<b>Total: \$5,045.00</b>		POS: 12,800.00
			<b>Total: 30,600.00</b>

We set aside \$50,000 - \$65,000 for a turn-key operation. Instead, we spent a total of **\$179,170.00** for a complete rebuild.

Our plan for 2016 is to focus on aesthetics and making the pier more inviting to the public. This will include more coverage, more buildout, painting, better seating, a store/bar remodel, plus building and roadside signage.





Amendment #1

In regards to the pier itself (not store, restaurant, or bar) our contract states we pay the County 100% of pier admissions. However, we are responsible for 100% of the pier expenses. This was a miscalculation on both Coastal Concessions and the County. Obviously, we knew there was going to be expenses to maintain and operate the pier, we did not anticipate the extent of financing it would take to make that happen. To date, we have spent over \$250,000.00 to maintain the pier itself. This includes, Labor, trash bags, dumpster pickup, pressure washing, alarm system, internet, POS, and insurance. There are several other expenses but these are the major ones.

We have requested a copy of the contract the County has with the Department of Environmental Protection (included). It states that all revenue from the pier must be used to maintain and operate the pier. **We would like to amend our contract to mirror the DEP contract.** Currently we are using all our "profit" from the store/bar/restaurant and using it to maintain the pier. This has left us in a position of struggle every off-season, hinders our financing for upgrades, and prevents a local small business from becoming successful. Below is a breakdown of our cost per month to operate the pier and admissions.

<u>Expense</u>	<u>Monthly</u>	<u>Annually</u>	<u>Total investment to date</u>
Labor(minus store hours):	\$3,308.50	\$39,702.00	<i>Initial Investment: \$179,170.00</i>
Cleaning labor:	\$540.00	\$6,480.00	<i>23month Expenses: \$154,261.00</i>
Internet/Phone/Alarm	\$336.00	\$4,032.00	<i>Initial POS Investment: \$12,800.00</i>
Paper/cleaning products:	\$1,400.00	\$16,800.00	<b>TOTAL: \$346,231.00</b>
Trash:	\$582.50	\$6,990.00	
Pressure washing:	\$490.00	\$5,880.00	
POS service charge:	\$50.00	\$600.00	
<b>TOTAL:</b>	<b>\$6,707.00</b>	<b>\$80,484.00</b>	

Amendment #2

We request our due date be changed from the 15<sup>th</sup> to the 20<sup>th</sup> of every month. We had to choose our battles when taking over operations. As business owners we understand the importance of the back office. However, this is a contract for the public and our priority was to maintain operations for the public. We are requesting a few extra days to finalize our reports, work closely with the finance department, and get audited in real time.





# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



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

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

November 17, 2015

**CERTIFIED MAIL, RETURN**  
**RECEIPT REQUESTED**

Mr. Scott Rayner, Managing Member  
COASTAL CONCESSIONS, LLC  
2270 Highway 87  
Navarre, Florida 32566

**RE: Navarre Beach Gulf Pier**

Dear Mr. Rayner:

Pursuant to the Agreement for Operation and Management of Navarre Beach Gulf Pier and Concessions dated January 1, 2014, entered into between your company and Santa Rosa County, Florida, you are hereby notified that you are in breach of the said Agreement by your failure to pay the following sums:

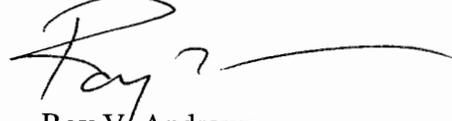
\$ 6,996.60	2014 Audit under reported admission fees
\$ 186.43	2014 Audit 3.1% under reported sales
\$ 8,124.77	2014 Audit Late Fees
\$ 28,762.61	September Collections
\$ 1,438.13	Late fee on September Collections
\$ 1,438.13	Returned check fee on September Collections
\$ 28,908.02	Utilities paid by the County on behalf of Coastal Concessions
(Unknown)	October Collections – due 11-16-2015
(Unknown)	Late Fee on October Collections – due 11-16-2015

You are required to remove and cure this breach within thirty (30) days of the date of this notice. Failure to do so will result in Santa Rosa County declaring the agreement rescinded and the County will, without further notice, re-enter and retake possession of the premises.

Mr. Scott Rayner, Managing Member  
November 17, 2015  
Page 2

PLEASE BE GOVERNED ACCORDINGLY.

Sincerely,

A handwritten signature in black ink, appearing to read "Roy V. Andrews", with a long horizontal flourish extending to the right.

Roy V. Andrews  
County Attorney

RVA/wcp

cc: Mr. Scott Rayner, Managing Member (U. S. Regular Mail)  
Santa Rosa County Board of County Commissioners  
Hunter Walker, County Administrator

## Hunter Walker

---

**From:** Jason Libbert <jlibbert@pensacolasports.com>  
**Sent:** Wednesday, November 18, 2015 8:30 AM  
**To:** Hunter Walker  
**Subject:** 2016 Double Bridge Run  
**Attachments:** 16 DBR - Gulf Breeze Resolution 31-15 Double Bridge Run.pdf; \_Certification\_.htm

Good morning Mr. Walker,

I would like to make you aware I have spoken to Commissioner Lynchard about the 2016 Pensacola Double Bridge Run and our plans to grow the event. In a nut shell, we are requesting from the DOT to allow us to utilize the entire north bound side of the 3-mile bridge and move northbound traffic over to the south bound lane, thus having one lane north bound and one lane south bound. Before we could move forward with the permitting process, DOT required us to get a resolution of support from the City of Pensacola, Escambia County, City of Gulf Breeze, and Santa Rosa County. We have everyone, except Santa Rosa County. We wanted to receive Gulf Breeze's resolution before coming to you. We received their resolution last week. It is attached.

We are requesting this be put on your December meeting. Commissioner Lynchard suggested I inform you of this.

Obviously, there is much more that goes into this type of event and I'd be happy to discuss it with you and answer any questions you have.

Thank you in advance for your consideration and support.

Sincerely,

**Note:** As of November 10, 2015, we proudly unveiled a new brand, logo and name: Pensacola Sports. We appreciate your support of Pensacola Sports' events and programs. Be Moved!

Jason Libbert  
Pensacola Sports  
Director of Events  
"Be Moved"

850-434-2800 (O)

850-748-0197 (C)

850-432-4237 (F)

[www.pensacolasports.org](http://www.pensacolasports.org) - [www.doublebridgerun.com](http://www.doublebridgerun.com) - [www.marathonpensacola.com](http://www.marathonpensacola.com) - [www.subwaypsaallstars.com](http://www.subwaypsaallstars.com)

**RESOLUTION NO. 2015 - \_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
SUPPORTING THE 2016 PENSACOLA DOUBLE BRIDGE RUN**

**WHEREAS**, the Pensacola Sports Association (PSA) will host the 2016 Pensacola Double Bridge Run (the Run) on February 13, 2016, and that a portion of the Run traverses through the City of Gulf Breeze; and

**WHEREAS**, for the 2016 Run, the PSA has requested that the Florida Department of Transportation (FDOT) permit the closure of both northbound lanes of the Pensacola Bay Bridge to accommodate Run participants; and,

**WHEREAS**, as part of their evaluation of the PSA request, FDOT requires a Resolution from Escambia County, Santa Rosa County, the City of Pensacola, and the City of Gulf Breeze supporting the lane closures and the event; and

**WHEREAS**, FDOT and the PSA will develop a Maintenance of Traffic (MOT) Plan for the proposed closure that shows a holistic and contiguous representation of the entire event route, to include the locations of all proposed traffic control devices, anticipated times of road closure, and details of traffic patterns for runners on both ends of the bridge, as well as aspects of proposed notifications to the traveling public, the proposed locations of traffic control officers and any emergency response services planned to be on standby during the event.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA;**

**Section 1:** That the Board of County Commissioners supports the 2016 Pensacola Double Bridge Run and the necessary road closures determined by FDOT based on their review of the MOT Plan.

**Section 2:** That this support is for the 2016 Run only and that an after action evaluation of the closure of the northbound lanes of the Pensacola Bay Bridge should be conducted to determine the effectiveness of future closures.

**PASSED AND ADOPTED** by a vote of \_\_\_\_ yeas, \_\_\_\_ nays and \_\_\_\_ absent of the Board of County Commissioners on this the 10th day of December, 2015.

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

\_\_\_\_\_  
**BY: Lane Lynchard, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Donald C. Spencer, Clerk of Courts**

**Hunter Walker**

---

**From:** Hunter Walker  
**Sent:** Tuesday, November 17, 2015 8:50 AM  
**To:** Board of County Commissioners  
**Cc:** Roy Andrews; Roger Blaylock; Michael Schmidt; Terry Wallace; Jayne Bell; Henry Brewton; Tony Gomillion; Emily Spencer  
**Subject:** FW: Navarre Beach Funding Plan Addendum  
**Attachments:** 2015-11-09 SA 2015-1-Addendum 1.pdf; 2015-11-09 SA 2015-1 SOW - Amendment 1.pdf; 2015-11-09 SA 2015-1 Amendment 1 Fees and Schedule.xls.pdf

Board,  
Find attached addendum to contract with Coastal Tech regarding professional services for update to Navarre Beach renourishment MSBU. The original task order in the amount not to exceed \$38,027 was approved by the Board at the September 10, 2015 meeting and the proposed addendum adjusts that to not to exceed \$46,560. After last week's Committee-of-the-Whole meeting Commissioner Rob Williamson and I had conference call with Michael Walther and Jimmy Sellers of Coastal Tech and it was clear to us that the original MSBU study conducted in 2005 in preparation for the 2006 renourishment MSBU needed to be tweaked or updated to reflect data changes in beach usage for the intervening ten years and that would add the \$8,533 outlined in the task order. We agreed to add to last Thursday agenda, the above task order was sent by Coastal Tech and apparently in the rush of the short week I overlooked it. While I have \$10,000 in spending authority which would cover this amount, I do not have formal authority to approve a contract addition. This item will be placed on agenda for December 10<sup>th</sup> meeting for your approval; however, if you are comfortable I will authorize Coastal Tech to proceed with the work which will be rolled into the MSBU with other related cost. I will speak to each of you about this matter before proceeding. Thanks, Hunter

**From:** Jimmy Sellers [mailto:jsellers@coastaltechcorp.com]  
**Sent:** Monday, November 09, 2015 2:20 PM  
**To:** Hunter Walker <HunterW@santarosa.fl.gov>  
**Cc:** Michael Walther <mwalth@coastaltechcorp.com>  
**Subject:** Navarre Beach Funding Plan Addendum

Mr. Walker-  
Per our discussion this afternoon, attached are the documents (SA form, SOW & Fees/Schedule) constituting a proposed addendum to Supplemental Agreement 2015-1.

Please contact me or Michael Walther if you have any questions or require any revisions.

Thank you,  
-Jimmy

**Jimmy Sellers, MBA | Coastal Management Specialist**  
Coastal Tech-G.E.C., Inc.  
Phone: (772) 562-8580 | Fax: (772) 562-8432  
Email: [jsellers@coastaltechcorp.com](mailto:jsellers@coastaltechcorp.com)  
3625 20<sup>th</sup> Street, Vero Beach, FL 32960

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**Supplemental Agreement No. 2015-1, Addendum 1**

**Between**

**Santa Rosa County**

**And**

**Coastal Tech-G.E.C., Inc.**

**For Professional Engineering Services**

THIS IS SUPPLEMENTAL AGREEMENT NO. 2015-1 made and entered into this 12<sup>th</sup> day of November 2015, by and between SANTA ROSA COUNTY hereinafter referred to as COUNTY and Coastal Tech-G.E.C., Inc. (formerly Coastal Technology Corporation) of Vero Beach, Florida hereinafter referred to as COASTAL TECH.

WHEREAS, the COUNTY and COASTAL TECH entered into a professional services agreement dated February 24<sup>th</sup>, 2000; and

WHEREAS, the COUNTY desires COASTAL TECH to perform specific services under such agreement; and

WHEREAS, the COUNTY and COASTAL TECH desire to reduce to writing their understandings and agreements pertaining to such services,

IT IS, THEREFORE, AGREED as follows:

1. Scope of Work: COASTAL TECH shall do, perform and carry out in a satisfactory and proper manner the work set forth in the Scope of Work which is attached hereto and marked as Attachment "A" and hereinafter referred to as "Scope of Work". Prior to the start of the Work and at milestones as may be identified by the COUNTY, COASTAL TECH will confer with the COUNTY's representative, to identify those portions of the Work to be performed by County staff.

2. Compensation: Work by COASTAL TECH will be provided as "Basic Services" – compensated on the basis of the approved "Hourly Rate Schedule" per Article 5A of our Master Agreement. COASTAL TECH shall be paid on the basis established in Attachment "B", provided the compensation under this Supplemental Agreement shall not exceed the sum of \$46,560 without prior authorization of the COUNTY. Such sum shall be the only compensation to which COASTAL TECH is entitled under this Supplemental Agreement.

3. Time: The work shall be performed within the Schedule designated in Attachment "B". Time is of the essence in performance of all work under this Supplemental Agreement.

4. Terms and Conditions: All of the terms and conditions contained in the professional services agreement dated February 24, 2000, are incorporated by reference into this Supplemental Agreement. To the extent of any conflict between the terms and conditions of the two agreements, the terms and conditions of this Supplemental Agreement shall govern.

IN WITNESS WHEREOF, the parties hereto have executed these presents this 12<sup>th</sup> day of November, 2015.

BY: \_\_\_\_\_  
Michael P. Walther, Vice-President  
Coastal Tech-G.E.C., Inc.

BY: \_\_\_\_\_  
W.D. Salter, Chairman  
SANTA ROSA COUNTY  
Board of County Commissioners

Attest: \_\_\_\_\_  
Clerk of Court

Attachment "A" - **Scope of Work**  
Supplemental Agreement 2015-1 Amendment 1

**Introduction:** In general, under this Scope of Work, CTC-GEC will (a) assist the COUNTY with State of Florida funding requests, update the Draft Funding Plan for the Navarre Beach Re-Nourishment Project (*Project*), and assist the COUNTY with adoption and implementation of the Plan. The following tasks describe the work by CTC-GEC:

**Task 1 – FDEP Funding:** CTC-GEC will revise the COUNTY's *FY 2016/2017 Local Government Funding Request* (LGFR) to reflect an updated construction schedule and subsequent monitoring and re-nourishment events in the "Schedule and Budget" section. CTC-GEC will review the revised LGFR with COUNTY staff and make any revisions deemed necessary by COUNTY staff. CTC-GEC will submit the revised LGFR to the Florida Department of Environmental Protection (FDEP). CTC-GEC will confer with COUNTY staff and prepare FDEP LGFRs for the next State fiscal year for FY2017/18– to be prepared and submitted in the prior year. For the FY2016/2017 and FY 2017/2018 LGFR, through December 31, 2016, CTC-GEC will:

- review and update the COUNTY's portion of the "*FDEP Long Range Beach Erosion Control Budget Plan*" for each fiscal year,
- attend follow-up meetings with FDEP staff via WebEx and/or provide other communication with FDEP staff to secure favorable ranking for the COUNTY's LGFRs;
- assist COUNTY staff with review and completion of resulting funding contracts;
- prepare and submit FDEP quarterly Project status reports in concert with reimbursement requests.

**Task 2 – MSBU Update:** The COUNTY will provide an updated list of properties within the proposed MSBU boundaries – as a modified assessment roll or list of properties from the previous assessment roll - identifying those properties where ownership and/or use has changed. CTC-GEC will identify potential assessments required to provide the local share of costs for the *Project* based upon:

- the updated property list provided by the COUNTY,
- the probable costs – as determined separately by CTC-GEC,
- an equal division of cost for the local share between COUNTY and the MSBU (per the August 13, 2015 direction from the COUNTY Commission); and
- the MSBU assessment formulas adopted by the COUNTY for the original Project construction.

CTC-GEC will:

- assess any appropriate changes in the distribution of recreation benefits to the Navarre Beach Benefit Zones (Core, Western Gulf-front, and Non-Gulf-front) based upon the following:
  - the 2001 summer surveys of beach users,

- changes in the number of existing equivalent-dwelling-units and/or zoned equivalent-dwelling-units as may be available from the COUNTY,
- changes in occupancy within each Zone as may be determined from interviews by CTC-GEC with local realtors specializing in rental units on Navarre Beach,
- engage Dr. William Stronge to collaborate in formulation and QA review of the above assessment;
- informally confer with the COUNTY to review and refine the results of the above.

CTC-GEC will:

- prepare and provide a brief letter report summarizing the results of the above with an EXCEL spreadsheet of assessments by property, and
- confer with the COUNTY (via teleconference or online webinar) to review the letter report and confirm the further actions required to develop an MSBU to fund the *Project*.

**Task 3 – Meetings:** CTC-GEC will participate in and create a presentation for a *Public Workshop* with the COUNTY at a location acceptable to the COUNTY to present and obtain public input regarding the *Task 2 – MSBU Update*.

CTC-GEC will participate in a public hearing as requested by the COUNTY, associated with adoption of a funding plan or MSBU. CTC-GEC will present the *Task 2 – MSBU Update* (as may have been revised based on comments received at the *Public Workshop*) and advise the COUNTY on potential modifications in response to public comment.

**Task 4 – Final Funding Plan:** Based on the results of Tasks 1-3 above, CTC-GEC will prepare a *Final Funding Plan*. CTC-GEC will meet with COUNTY staff (via teleconference or online webinar) to review the *Final Funding Plan*, make any changes deemed necessary by COUNTY staff and submit the *Final Funding Plan* to the COUNTY.

## Santa Rosa County - Navarre Beach Re-Nourishment Funding

### Attachment "B"

#### Estimated Fees and Schedule Supplemental Agreement 2015-1 DRAFT Amendment 1 November 9, 2015

Notice to Proceed
September 17, 2015

Schedule			Task Description	Principal Engineer	Senior Engineer	Coastal Mgmt. Sp.	Sr. Permit Specialist	Clerical	Total Fees	Direct Costs		Line Total	Task Total
Start	Finish	Days		\$257	\$257	\$111	\$136	\$59	Amount	Description	Total	Total	
			<b>Task 1 - FDEP Funding</b>										\$10,231
17-Sep-15	17-Oct-15	30	Revise FY 2016/17 LGFR	1		2	2		\$751			\$751	
			Confer with COUNTY and submit revised FY 2016/17 LGFR	1		3			\$590			\$590	
1-Jul-16	31-Jul-16	30	Prepare LGFR for FY2017/18	3	1	12	8	2	\$3,566			\$3,566	
17-Sep-15	31-Dec-16	471	Follow-up meetings & FDEP coordination	2	1	12	6		\$2,919			\$2,919	
			Contract assistance & quarterly report submittal for FYs 2016/17 and 2017/18	1		12	6		\$2,405			\$2,405	
17-Sep-15	1-Dec-15	75	<b>Task 2 - MSBU Update</b>										\$14,211
			Assess Any Appropriate Changes to Benefit Distribution	8	1	20			\$4,533	\$4,000	SCI	\$8,533	
			Identify Potential Assessments	4	1	16			\$3,061			\$3,061	
			Provide Brief Letter Report	2	1	8			\$1,659			\$1,659	
			Confer w/ COUNTY to review Letter Report; Revisions as-needed per COUNTY	2		4			\$958			\$958	
1-Dec-15	31-Dec-15	30	<b>Task 3 - Meetings</b>										\$20,459
			Create Presentation & Participate in Public Workshop	24	2	32			\$10,234	\$825	Travel & Per Diem	\$11,059	
			Update Presentation & Participate in Public Hearing	22	1	24			\$8,575	\$825	Travel & Per Diem	\$9,400	
31-Dec-15	14-Feb-16	45	<b>Task 4 - Final Funding Plan</b>										\$1,659
			Prepare & Submit Final Funding Plan	2	1	8			\$1,659			\$1,659	
<b>Total Hours :</b>				72	9	153	22	2	258				
<b>Total Costs :</b>				\$18,504	\$2,313	\$16,983	\$2,992	\$118	\$40,910	\$5,650		\$46,560	\$46,560

**Emily Spencer**

---

**From:** Sheila Fitzgerald  
**Sent:** Monday, November 30, 2015 2:35 PM  
**To:** Hunter Walker  
**Cc:** Emily Spencer; Merry Beth Andrews; Roy Andrews; Terry Wallace; Roger Blaylock; Michael Schmidt; Chris Verlinde  
**Subject:** Agenda Item - NRDA Sea Turtle Lighting Grant  
**Attachments:** S0896 Agreement - Final signed by PB only.pdf  
**Importance:** High

Hunter,

Attached is the Grant Agreement for the NRDA Phase II Early Restoration Night Sky Retrofit Project between DEP, FWC and Santa Rosa County. Following is a summary of the award. Please add to next week's agenda.

- Period of Agreement: twelve (12) months from date of agreement execution
- Funding: \$117,061 (cost reimbursement basis) budgeted as follows:

Task No.	Category	DEP Grant Funds
1	Contractual Services	\$21,931
	<b>Total for Task 1</b>	<b>\$21,931</b>
2	Supplies/Other Expenses	\$43,630
	Miscellaneous Expenses	\$2,500
	Equipment (Bulbs/Fixtures costing more than \$1,000)	\$49,000
	<b>Total For Task 2</b>	<b>\$95,130</b>
3	No DEP Grant Funds Associated with this Task	\$0.00
<b>Total Project Cost</b>		<b>\$117,061</b>

**Project Description:** Contacting property owners and/or property managers with lights identified during prior surveys and working with them on selecting and installing appropriate retrofit options so that the specific lights are no longer visible from the beach. Agreements will be executed with property owners and/or property managers to implement appropriate modifications to identified lights and an average matching contribution from property owners and/or property managers of up to 25% will be requested (can be time and labor to complete the retrofit). Desired outcome will lead to increased protection of sea turtle nesting areas from disturbance by exterior lighting as part of a coordinated wildlife recovery and management program.

**Key Locations:** Navarre Beach State Park (conservation lands) and site specific retrofits (as specified in Exhibit III) and located within 1,000 feet of the nesting beach on the conservation land.

**Specific retrofit description:** Retrofit and maintain replacement lamps (bulbs) and light fixtures, to install tinting or to take other actions to reduce lights visible from the nesting beach.

**Tasks and deliverables are outlined in Attachment A and include:** 1) Within three months of agreement execution, contacting property owners/managers for each property identified in Exhibit III and detailing response 2) Discuss retrofit options with property owners/managers and establish good faith agreements, implement and record progress with status reports due monthly beginning one month after execution 3) quarterly reports demonstrating decrease in properties with problematic lighting.

Please let me know if you have any questions.

\*\*\*Please note, my email address is now [sheilaf@santarosa.fl.gov](mailto:sheilaf@santarosa.fl.gov).

Sheila A. Fitzgerald, Special Projects/Grants  
Santa Rosa County BOCC  
6495 Caroline Street, Suite H  
Milton, Florida 32570  
(850) 983-1848 (850) 393-5239 (Cell)  
(850) 983-1944 Fax  
[sheilaf@santarosa.fl.gov](mailto:sheilaf@santarosa.fl.gov)

**From:** Sheila Fitzgerald

**Sent:** Thursday, November 05, 2015 2:34 PM

**To:** Terry Wallace <[TerryW@santarosa.fl.gov](mailto:TerryW@santarosa.fl.gov)>; Michael Schmidt <[michaels@santarosa.fl.gov](mailto:michaels@santarosa.fl.gov)>

**Cc:** Roger Blaylock <[RogerB@santarosa.fl.gov](mailto:RogerB@santarosa.fl.gov)>; Roy Andrews <[RoyA@santarosa.fl.gov](mailto:RoyA@santarosa.fl.gov)>; Merry Beth Andrews <[MerryA@santarosa.fl.gov](mailto:MerryA@santarosa.fl.gov)>; Chris Verlinde <[ChristinaV@santarosa.fl.gov](mailto:ChristinaV@santarosa.fl.gov)>; Hunter Walker <[HunterW@santarosa.fl.gov](mailto:HunterW@santarosa.fl.gov)>; Shirley Powell <[ShirleyP@santarosa.fl.gov](mailto:ShirleyP@santarosa.fl.gov)>

**Subject:** FW: Santa Rosa County Sea Turtle Lighting Grant

**Importance:** High

Terry/Michael -

Per Hunter, please hold until the December meeting.

Please take time to review prior to the end of month and let me know if you have any comments or questions so that I may follow up.

Terry/Michael – Let me know how I can assist.

\*\*\*Please note, my email address is now [sheilaf@santarosa.fl.gov](mailto:sheilaf@santarosa.fl.gov).

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Santa Rosa County BOCC  
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Milton, Florida 32570  
(850) 983-1848 (850) 393-5239 (Cell)  
(850) 983-1944 Fax  
[sheilaf@santarosa.fl.gov](mailto:sheilaf@santarosa.fl.gov)

**From:** Simmons, Vicki [<mailto:Vicki.Simmons@dep.state.fl.us>]

**Sent:** Thursday, November 05, 2015 1:30 PM

**To:** Sheila Fitzgerald <[sheilaf@santarosa.fl.gov](mailto:sheilaf@santarosa.fl.gov)>

**Cc:** Walker, Kimberly A. <[Kimberly.A.Walker@dep.state.fl.us](mailto:Kimberly.A.Walker@dep.state.fl.us)>; Williams, Karen <[Karen.Williams@MyFWC.com](mailto:Karen.Williams@MyFWC.com)>

**Subject:** RE: Santa Rosa County Sea Turtle Lighting Grant

**Importance:** High

Hello Sheila,

It was good speaking with you this afternoon and attached is the Agreement per your request. Here's my email so that you can let me know if I need to overnight the originals to you in time for your November board agenda.

*- Vicki*



VICKI SIMMONS  
Grant Specialist  
Deepwater Horizon Program  
Department of Environmental Protection  
3900 Commonwealth Blvd., MS 240  
Tallahassee, Florida 32399  
850-245-2173 direct • 850-245-2190 fax  
[Vicki.Simmons@dep.state.fl.us](mailto:Vicki.Simmons@dep.state.fl.us)

---

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

## Emily Spencer

---

**From:** Sheila Fitzgerald  
**Sent:** Thursday, December 03, 2015 10:52 AM  
**To:** Hunter Walker  
**Cc:** Roy Andrews; Merry Beth Andrews; Michael Schmidt; Terry Wallace; Chris Verlinde; Emily Spencer; Erica Grancagnolo  
**Subject:** Agenda Item - NRDA Artificial Reef Agreement  
**Attachments:** FWC-15154.pdf; Exhibits.pdf

Hunter,

Attached is the grant agreement for the Artificial Reef project funded with NRDA early restoration funding. Also attached is a pdf with relevant exhibits including locations for SR-26 and SR27. You may wish to include only Attachment A – Scope of Work within the agenda backup in lieu of the entire agreement.

The agreement provides funding up to \$1,469,817 for the construction of artificial reefs within active permitted areas in state waters offshore of Navarre Beach. Up to \$60,000 of total project costs may be used for engineering or consultation costs. The agreement extends through 08/31/2018. The scope of work includes construction of artificial reefs for SR 26 and SR27 permitted areas.

This project is funded with NRDA Early Restoration funding. This is part of the regional Artificial Reef proposal included in the Phase III announcement. These funds have been transferred from FDEP to FWC to administer the artificial reef construction project. The NRDA Phase III ERP Florida Artificial Reef Creation and Restoration plan consists of activities located in five panhandle counties: Escambia, Santa Rosa, Okaloosa, Walton, and Bay Counties, and includes reef designs that would be constructed at various depths within state waters of the Gulf of Mexico at locations permitted by the U.S. Army Corps of Engineers (USACE) and the FDEP for artificial reefs.

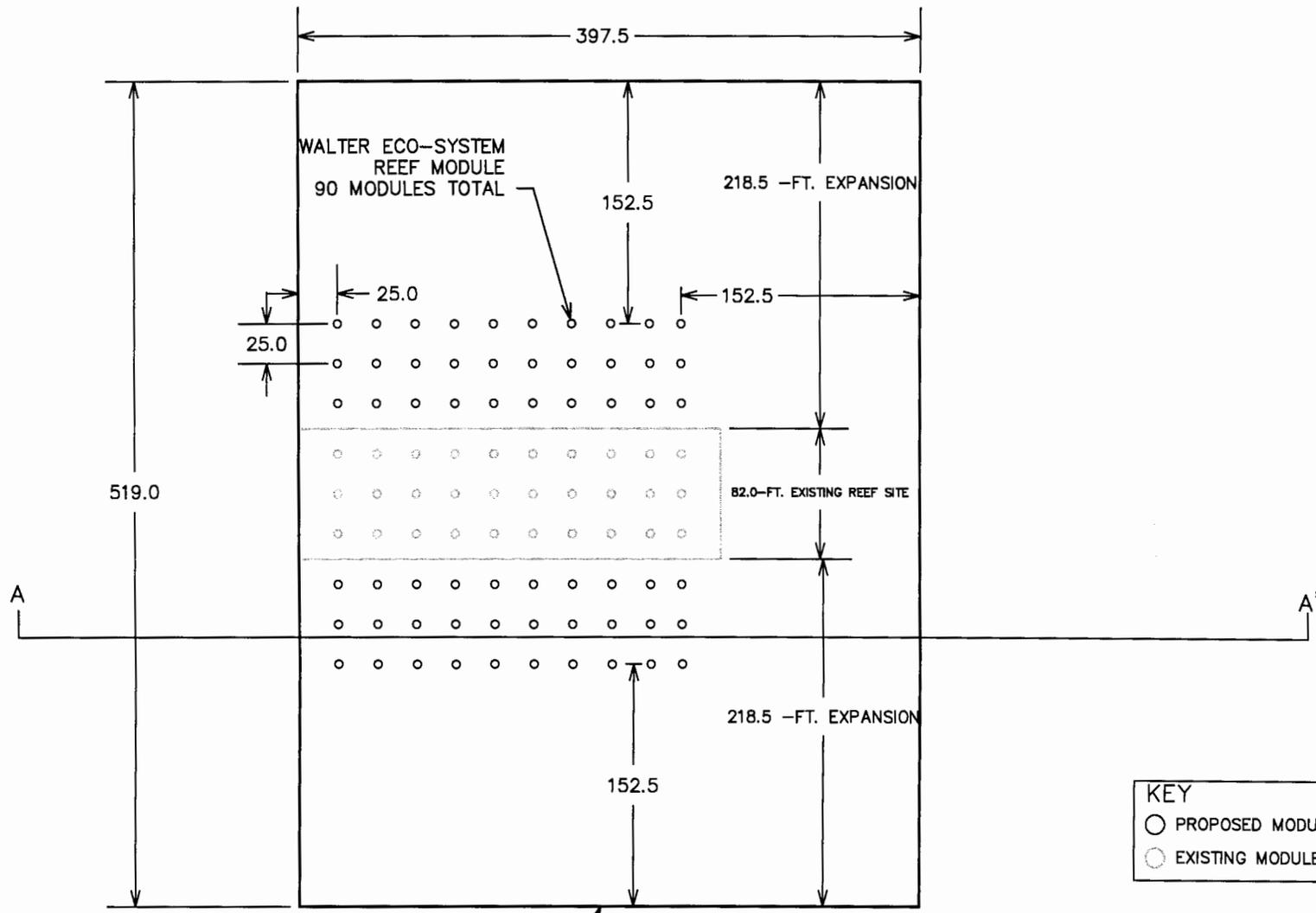
Please add to next week's agenda.

\*\*\*Please note, my email address is now [sheilaf@santarosa.fl.gov](mailto:sheilaf@santarosa.fl.gov).

Sheila A. Fitzgerald, Special Projects/Grants  
Santa Rosa County BOCC  
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**KEY**

- PROPOSED MODULE
- EXISTING MODULE

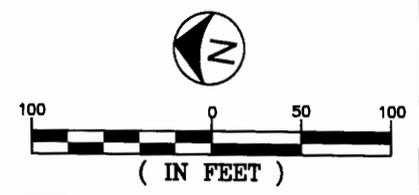
GEOGRAPHIC COORDINATES (WGS 84) FOR EACH OF THE FOUR CARDINAL CORNERS OF THE PROPOSED REEF SITE

NORTHEAST CORNER	30° 22.773' N	86° 51.181' W
NORTHWEST CORNER	30° 22.760' N	86° 51.279' W
SOUTHEAST CORNER	30° 22.708' N	86° 51.170' W
SOUTHWEST CORNER	30° 22.695' N	86° 51.268' W



**ENVIRONMENTAL CONSULTANTS**  
 1829 BAINBRIDGE AVENUE  
 PENSACOLA, FLORIDA 32507  
 TEL: 850.453.4700  
 KEITH@WETLANDSCIENCES.COM

PROJECT NAME: SR-26 GULF SNORKEL REEF  
 CLOSE UP OF PROPOSED ACTIVITY  
 PROJECT NO.: 2009-058  
 BY: KDJ DATE: 10/28/13  
 SHEET: 7 OF 9



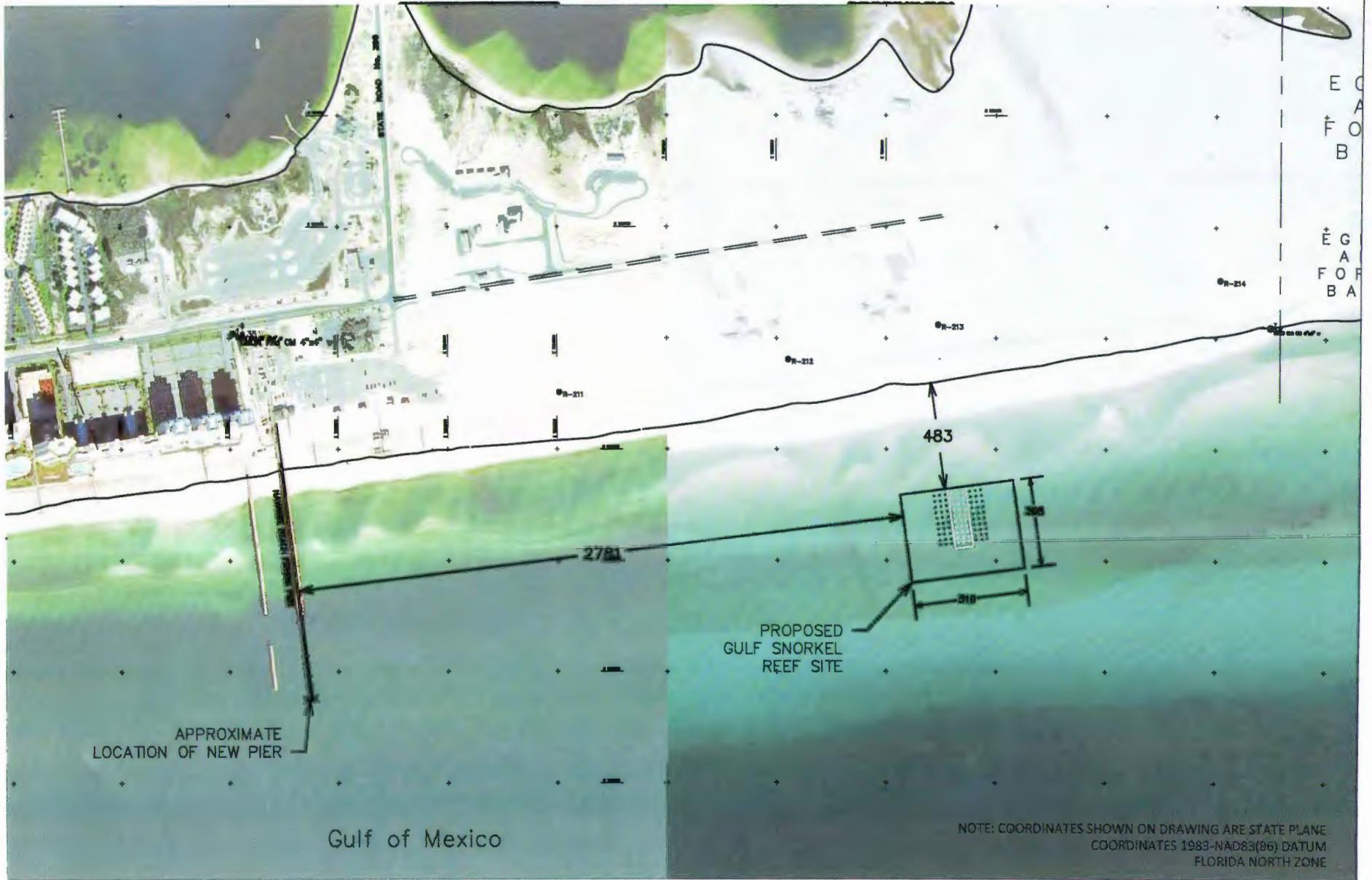


IMAGE DATA: LABINS 2010 COLOR AERIAL PHOTOGRAPHS



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 TEL: 850.453.4700  
 KEITH@WETLANDSCIENCES.COM

PROJECT NAME: SR-26 GULF SNORKEL REEF	
PROPOSED ACTIVITY	
PROJECT NO.: 2009-058	
BY: KDJ	DATE: 10/28/13
SHEET: 5 OF 9	



NAVARRE BEACH

EGLIN  
AIR  
FORCE  
BASE

R-212

R-213

R-214

APPROXIMATE MEAN HIGH WATER LINE

N508500.00  
E11226000

487.1

519.0

398

N508000.00  
E11226000

N509000.00  
E11227000.00

N509000.00  
E11227500.00

GEOGRAPHIC COORDINATES (WGS 84) FOR EACH OF THE FOUR CARDINAL CORNERS OF THE PROPOSED REEF SITE

NORTHEAST CORNER	30° 22.773' N	86° 51.181' W
NORTHWEST CORNER	30° 22.760' N	86° 51.279' W
SOUTHEAST CORNER	30° 22.708' N	86° 51.170' W
SOUTHWEST CORNER	30° 22.695' N	86° 51.268' W

PROPOSED REEF EXPANSION

EXISTING REEF SITE

**KEY**

- PROPOSED MODULE
- EXISTING MODULE

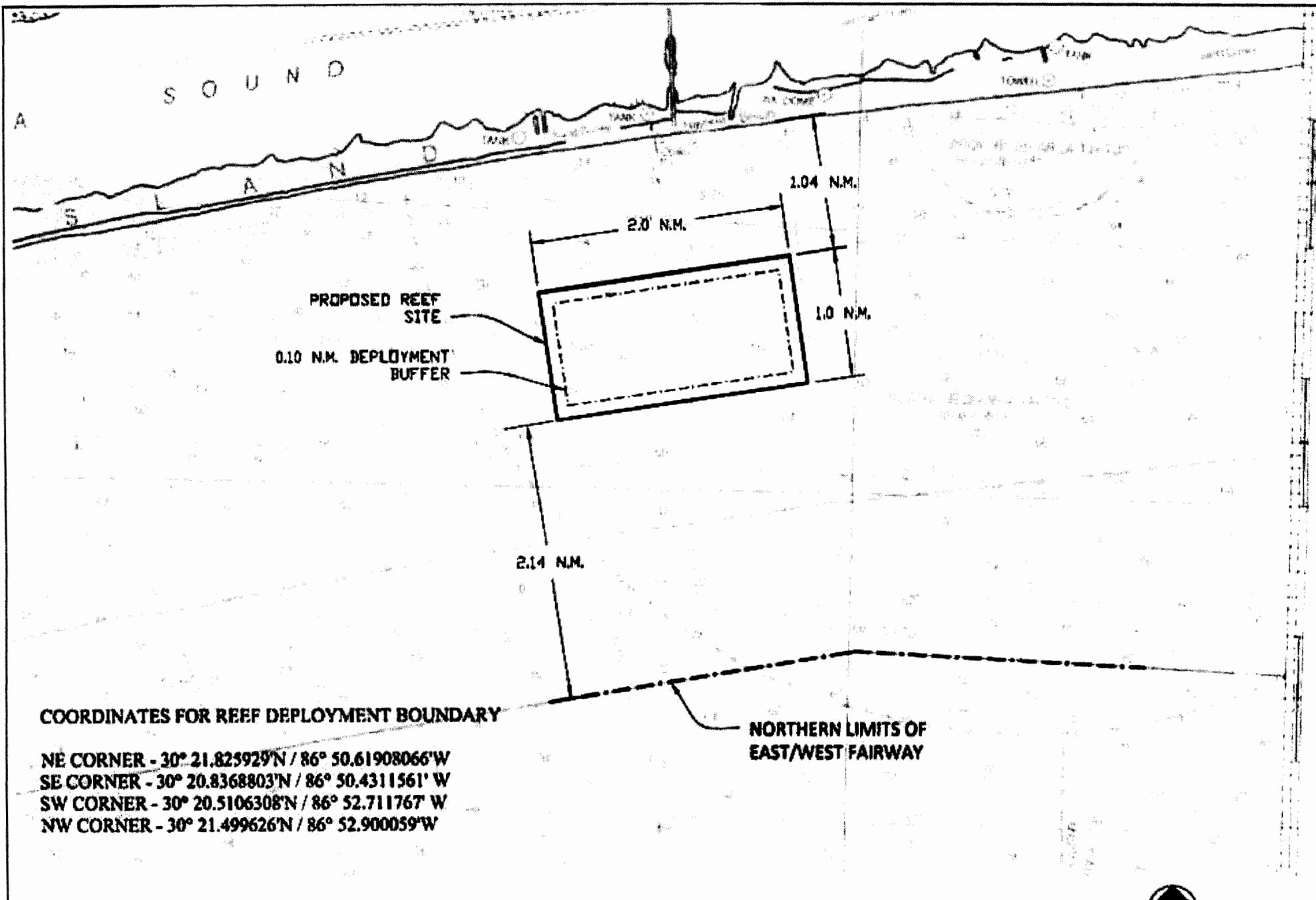
NOTE: COORDINATES SHOWN ON DRAWING ARE STATE PLANE COORDINATES 1983-NAD83(86) DATUM FLORIDA NORTH ZONE



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PENSACOLA, FLORIDA 32507  
TEL: 850.453.4700  
KEITH@WETLANDSCIENCES.COM

PROJECT NAME: SR-26 GULF SNORKEL REEF  
CLOSE UP OF PROPOSED ACTIVITY  
PROJECT NO.: 2009-058  
BY: KDJ DATE: 10/28/13  
SHEET: 6 OF 9

( IN FEET )



**COORDINATES FOR REEF DEPLOYMENT BOUNDARY**

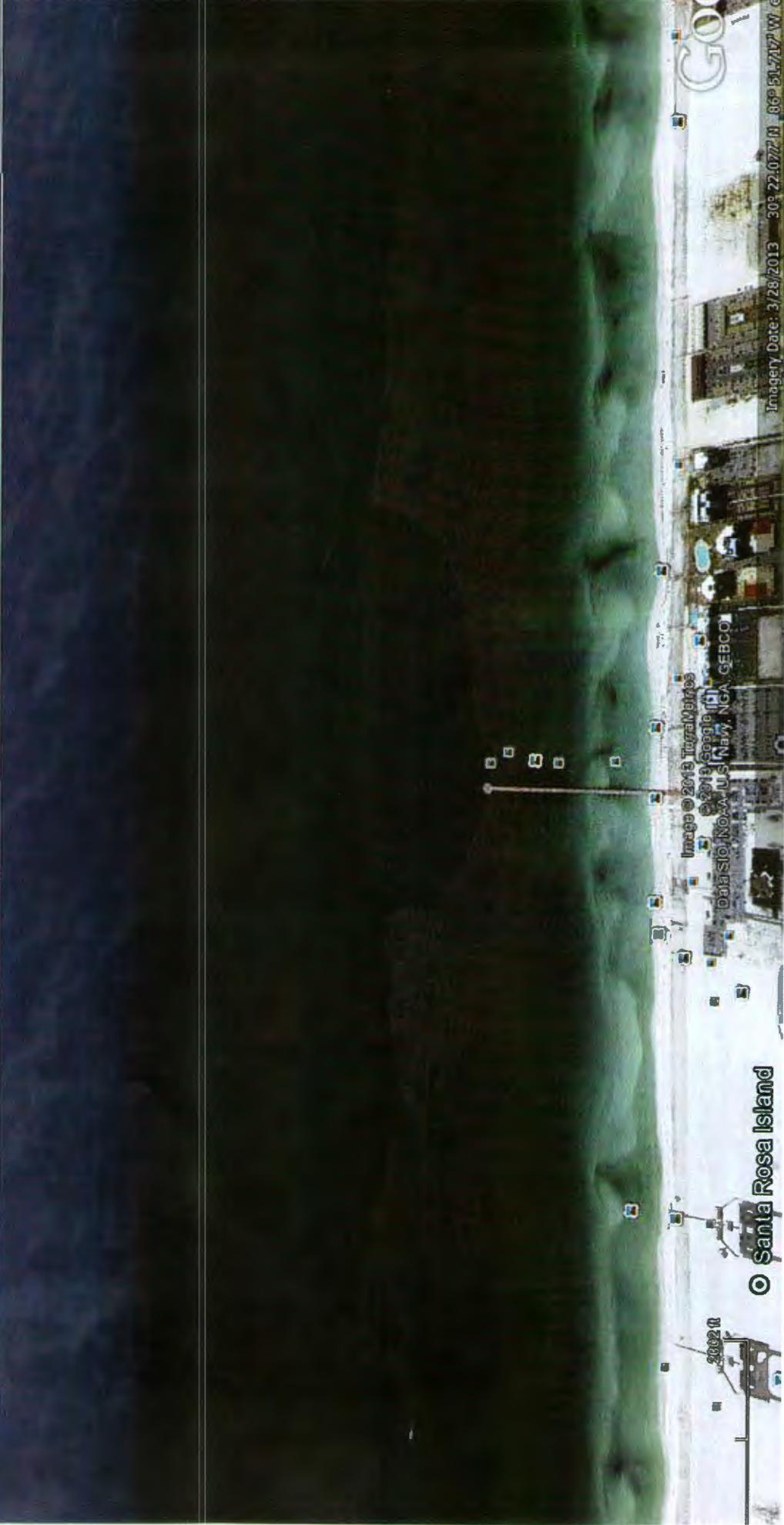
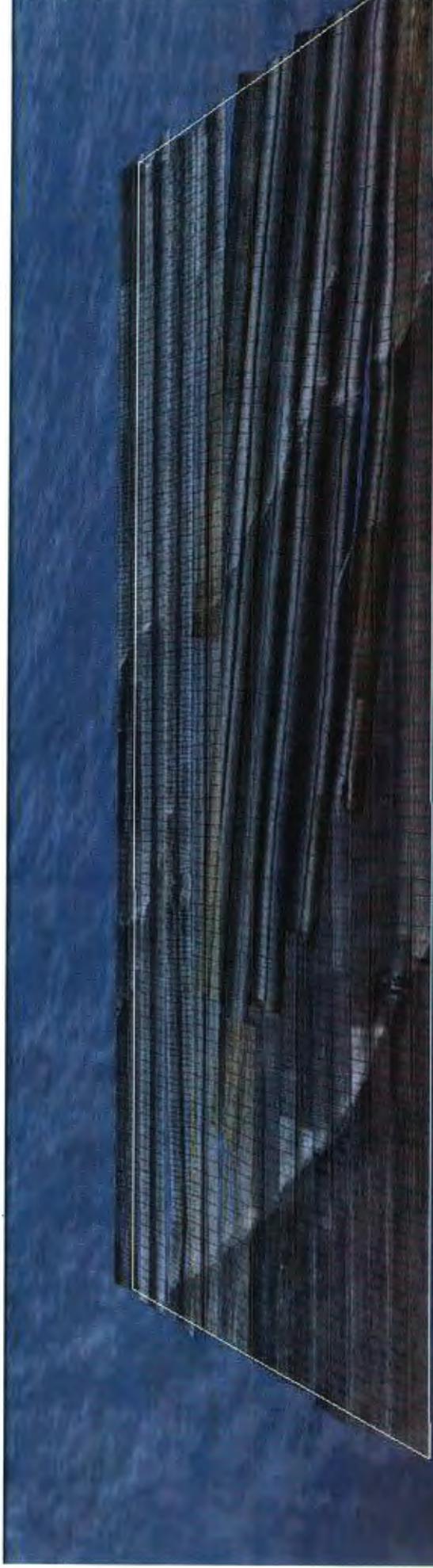
NE CORNER - 30° 21.825929'N / 86° 50.61908066'W  
 SE CORNER - 30° 20.8368803'N / 86° 50.4311561' W  
 SW CORNER - 30° 20.5106308'N / 86° 52.711767' W  
 NW CORNER - 30° 21.499626'N / 86° 52.900059'W

**WETLAND  
 SCIENCES**  
 INCORPORATED

**ENVIRONMENTAL CONSULTANTS**  
 1829 BAINBRIDGE AVENUE  
 PENSACOLA, FLORIDA 32507  
 TEL: 850.453.4700  
 KEITH@WETLANDSCIENCES.COM

PROJECT NAME: SR-27 Gulf Reef	
PLAN VIEW OF REEF DEPLOYMENT SITE	
PROJECT NO.: 2009-058	
BY: KDJ	DATE: 05/2/13
SHEET: 2 OF 3	







# Santa Rosa County Board of County Commissioners

**Erica Grancagnolo, Grants Manager**

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 981-2019 / Fax (850) 983-1944

## MEMORANDUM

**TO:** Hunter Walker  
**DATE:** December 2, 2015  
**FROM:** Erica Grancagnolo  
**RE:** FDSTF Land Acquisition Study Update RFQ

---

In July 2015 Santa Rosa County was awarded a grant through the Florida Defense Task Force (FDSTF) to fund the update of the 2003 Land Acquisition Study (LAS), which developed a phased plan to limit encroachment at Naval Air Station Whiting Field (NASWF). The 2015 update will identify the existing environment in the study area, as this area has changed significantly since the 2003 study. It will also identify any current conflicts between land use and air operations and potential future impacts from air operations, as well as develop a prioritization of properties to assist with continuing buffering efforts. The study will also reflect changes to the land development code, Air Installation Compatible Use Zone (AICUZ) footprints, rural protection lines, and prior land easement/acquisition activities that have been updated since 2003.

An RFQ for consultant services to develop the LAS update was advertised with a response deadline of October 20, 2015 with no responses received, and again with a November 17, 2015 response deadline. The sole respondent to the November RFQ was Volkert, Inc. Volkert, Inc. has extensive experience with aviation land acquisition projects, with an aviation expert and a land use planner on staff.

Staff has reviewed the proposal and recommends that the BOCC enter into agreement with Volkert, Inc. for the plan update.

The budget for this project is \$78,000, with \$41,310 in FDSTF grant funds and \$36,690 local match from REPI reserves. In-kind contributions from staff are \$4,620. The requested Board action is to approve Volkert, Inc. for consultant services for the update of the 2003 Land Acquisition Study.

**BID OPENING**  
**November 17, 2015**  
**Milton, Florida**

Present: Procurement Officer. Marc Bonifay representing Santa Rosa County Engineering; Sheila Fitzgerald representing Santa Rosa County Grants; Charlie Krasnosky representing Ken Horne and Associates; Thomas Dueling representing Chavers Construction; Bobby Godfrey representing Site & Utility Contractors; Joe Windrow representing Hub City Ford; Josh Haggard representing Roads Inc. of NWF; Mark Busby representing Brown Construction; Brian Sanders representing Roberson Underground Utility, LLC; Ruth Dupont Esser representing Principle Properties, Inc.; and Jordan Lee representing Utility Service Co., Inc.. The meeting took place at 10:00 a.m.

The purpose of the meeting was to receive bids for one 4 wheel drive pickup for Navarre Beach, and the Settlers Colony Drainage Improvements Project; and submittals for Consultant Services for the Land Acquisition Study. Submittals were received from the following:

**4 Wheel Drive Pickup:**

- |                  |             |
|------------------|-------------|
| 1. Hub City Ford | \$22,496.00 |
|------------------|-------------|

**Settlers Colony Drainage Improvements Project:**

- |  |              |
|--|--------------|
| 1. Brown Construction                        | \$343,479.16 |
| 2. Principle Properties, Inc.                | \$358,442.00 |
| 3. Site & Utility Contractors                | \$364,551.50 |
| 4. Chavers Construction                      | \$419,203.00 |
| 5. Utility Service Co., Inc.                 | \$423,361.79 |
| 6. Pensacola Concrete Construction Co., Inc. | \$437,580.09 |
| 7. Roberson Underground Utility, LLC         | \$527,436.50 |
| 8. Roads, Inc. of NWF                        | \$532,890.90 |

**Consultant Services – Land Acquisition Study:**

- |                  |           |
|------------------|-----------|
| 1. Volkert, Inc. | Submittal |
|------------------|-----------|

**Emily Spencer**

---

**From:** Hunter Walker  
**Sent:** Thursday, December 03, 2015 8:48 AM  
**To:** Emily Spencer  
**Subject:** FW: Agenda Item - Discussion of Settlers Colony Archaeological Monitor Proposals  
**Attachments:** Bid Tab.pdf; ESI.pdf; QSI.PDF; Cardno.pdf; SEARCH.PDF

**From:** Erica Grancagnolo  
**Sent:** Thursday, December 03, 2015 8:46 AM  
**To:** Hunter Walker <HunterW@santarosa.fl.gov>  
**Cc:** Sheila Fitzgerald <sheilaf@santarosa.fl.gov>; leylah@pegasusengineering.net  
**Subject:** Agenda Item - Discussion of Settlers Colony Archaeological Monitor Proposals

Hunter,

Sheila and I are in the process of evaluating and recommending an archaeological monitor for the Settlers Colony HMGP stormwater improvements project. The archaeological monitor is a requirement of the grant.

Although staff is not yet ready to make a recommendation, we would like to place this on the agenda for next week's meeting. Staff is working with FEMA and the State to authorize the costs associated with the archaeological monitor, and anticipate having a recommendation by Thursday's meeting. Attached is the bid tab for the four firms that responded to the RFP as well as the four proposals.

Please let me know if you have any questions.

Erica Grancagnolo, Grants Manager  
Santa Rosa County BOCC  
6495 Caroline Street, Suite H  
(850) 981-2019  
[ericag@santarosa.fl.gov](mailto:ericag@santarosa.fl.gov)

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**BID OPENING**  
**November 24, 2015**  
**Milton, Florida**

Present: Procurement Officer and Erica Grancagnolo representing Santa Rosa County Grants. The meeting took place at 10:00 a.m.

The purpose of the meeting was to receive submittals for archaeological monitoring services related to the Settlers Colony Drainage Improvement. Submittals were received from the following:

**Archaeological Monitoring Services:**

- |                                 |           |
|---------------------------------|-----------|
| 1. Quality Services Inc.        | Submittal |
| 2. SEARCH                       | Submittal |
| 3. Cardno                       | Submittal |
| 4. Environmental Services, Inc. | Submittal |

No support documentation for this agenda item.



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



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

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

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

**TO:** Board of Commissioners

**FROM:** Hunter Walker, County Administrator

**DATE:** December 1, 2015

**SUBJECT:** FY2015-2016 Capital Requests

Find attached capital requests formulated by the departments during the FY2015-2016 budget process. Most of the requests are replacement of vehicles/equipment or large maintenance items including replacement of rooves at the Milton and Navarre libraries.

The list includes over \$363,000 in requests from General Fund departments and functions which will be funded by Capital Reserve Fund which has current balance of \$750,000 once Sheriff equipment/vehicles and payment for legacy communications system is deducted. The Road and Bridge department request is estimated at \$665,000 which will be funded by Road and Bridge Reserve with current balance of approximately \$6.0 million.

This matter will be on agenda for December 7, 2015 Committee-of-the-Whole agenda.

**0018 – Economic Development**  
 Upgrade CPU \$2,500

**0200 – Engineering**  
 GPS system \$38,000  
 (rover, base, collector, radio, license)

**0610 – Libraries**  
 5 copiers \$22,500  
 2 Adjustable Media Displays \$1,200  
 2 CD/DVD Display \$3,000  
 A/V materials for collection \$10,000  
 0610 Total \$36,700

**2300 – Building Maintenance**  
 ¾ Ton Truck w/Service Body \$31,000  
 New Roof Milton Library \$65,000  
 New Roof Navarre Library \$40,000  
 \$136,000

**2420 – Mosquito Control**  
 Fence for containment area \$3,100  
 Concrete containment wall \$10,000  
 Plasma cutter \$2,500  
 Various per Andrew Hill \$26,271  
 2420 Total \$41,871

**2500 – Animal Services**  
 Laptop for ACO truck \$1,200

**2600 – Parks**  
 ¾ ton truck \$30,000

**3100 – Inspections**  
 3 pickups \$60,000

**3200 – Veterans' Services**  
 Printer/copier \$3,500

**3300 – Planning & Zoning**  
 11" x 17" flatbed scanner \$5,000  
 Copier/scanner/printer \$6,600  
 3300 Total \$11,600

**3400 – Emergency Management**  
 ID Badge software \$2,000  
 3400 Total \$2,000

**2100 – Road & Bridge**  
 2 Tandem axle dump trucks \$300,000  
 6 Tractors \$350,000  
 Miscellaneous \$ 15,000  
 2100 Total \$665,000

**2400 – Landfill**  
 Horizontal grinder \$450,000  
 Tarp deployment machine \$40,000  
 Mechanic service truck \$45,000  
 Scale house upgrades \$10,000  
 Leachate sumps, pumps \$40,000  
 Trash fencing \$5,000  
 Floating dock \$4,000  
 2400 Total \$594,000

Landfill also included four capital projects:  
 LFG to CNG development \$850,000  
 Pave parking lot \$120,000  
 Commercial lane entrance \$80,000  
 \$1,050,000



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS COMPUTER/GIS DEPARTMENT



GIS/ Mapping/Software/Web Support/Network/Hardware Support Team

Aleta Floyd, IT Director  
Val Jarvis, GIS Supervisor  
Adrian Lowndes, DB Adm/Network Supervisor  
Katrina Penton, Corey Adkinson, Brandon Knuth, Elizabeth Brumfield

---

TO: Hunter Walker, Jayne Bell

FROM: Aleta Floyd

DATE: December 2, 2015

SUBJECT: VMware vSphere

We are requesting permission to purchase the VMware vSphere software that was planned for purchase last budget year. This is the leading server virtualization platform system software that will provide improved controls over server and SANS performance, capacity and configurations.

This software is needed to manage the County's Cisco UCS servers and EMC SANS infrastructure at both the County Admin Building and Emergency Management IT centers, thus requests for bids were requested based on comparable shopping. Recommend approval of the VMware VSphere Software from Presidio for \$33,945.75 as the lowest bidder, using the unspent funds from the 0120 fund for FY2015.

Thank you.

Attachment: VMware VSphere Quote

Quote valid for 30 days from date shown above. Prices may NOT include all applicable taxes and shipping charges. All prices subject to change without notice. Supply subject to availability.

This quotation subject to Presidio Standard Terms and Conditions as follows:

Credit: Net 30 Days (all credit terms subject to prior Presidio credit department approval)

The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that customer pays using a credit card or debit card.

Client understands and agrees to its obligation, that applicable sales tax will apply to the quoted services on a by site location basis.

Delivery: FOB origin (FOB destination (CONUS) applicable to Federal Government Customers only) Orders shipped from a manufacturer to Presidio at customer request for warehousing, configuration, storage or otherwise, shall be deemed to have been shipped to customer FOB origin.

Changes to the above Terms and Conditions must be accepted in writing by Presidio Networked Solutions

Preprinted terms appearing on Customer Purchase Orders must be accepted in writing by Presidio Networked Solutions to be applicable.

Size Business: Large; CAGE Code: OKD05; DUNS 15-405-0959; CEC: 15-506005G; Tax ID# 58-1667655

Product is warranted by the Manufacturer, not by Presidio Networked Solutions. Please consult Manufacturer for warranty terms.

Opened product is non-returnable. Unopened equipment is non-returnable after 30 days from shipment date. Presidio reserves the right to deny RMA requests in the event the Manufacturer will not provide for an authorized return. If integration of product is performed at a Presidio facility, transfer of ownership occurs as of inception of integration regardless of shipment terms as manufacturers will not accept return of open product.

Please inspect equipment thoroughly against packing list before opening.

Pricing for Professional Services are best-effort estimates only. Actual pricing will be finalized as part of a mutually-agreeable Statement of Work.

Import Clearance and Documentation - Customer shall be responsible for the Customs clearance process, where applicable, and for obtaining any and all required license and permits as well as satisfying any formalities required to import the Products into the Territory in accordance with all applicable laws and regulations, including but not limited to the payment of duties, taxes, surcharges, fees and any special assessments and take all other actions required in connection with the importation and Customs clearance of Products. Customer shall be responsible for ensuring documentation necessary for the import and Customs clearance process and recordkeeping meets all applicable laws and regulations.

Export Controls - (i) Customer shall comply with all applicable Export Control Laws, including but not limited to the U.S. Department of Commerce's Export Administration Regulations, in the performance of this Agreement and in the import, export, re-export, shipment, transfer, use, operation, maintenance, repair or disposal of Products and any related parts, components, accessories, know-how or technology. "Export Control Laws" means all export control, economic sanction and antiboycott laws and regulations of the United States and other jurisdictions, including but not limited to the U.S. Export Administration Regulations, the U.S. International Traffic in Arms Regulations and the U.S. Department of Treasury's economic sanctions regulations. (ii) Product and any related parts, components, accessories, know-how and technology must not be re-exported or transferred to restricted persons and sanctioned countries designated by the U.S. Government, including Cuba, Iran, North Korea, Sudan and Syria, unless authorized in advance by the Company and the U.S. Government. (iii) Customer acknowledge that transfers of Product and any related parts, components, accessories, know-how and technology may be subject to the terms and conditions of an export license, license exception or other authorization pursuant to Export Control Laws. Customer agree to comply fully with the terms of any licenses, license exceptions or authorizations and to provide Presidio Networked Solutions access to records needed to confirm such compliance upon request. (iv) Customer further acknowledges that certain Products may contain encryption and may be restricted for export, re-export, shipment or transfer to government end users in certain countries.

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

# PRESIDIO <sup>TM</sup>

**QUOTE:** 2001115013324-03

DATE: 11/20/2015

PAGE: 1 of 2

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

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

**BILL TO:** Santa Rosa County Board of Commissioners  
  
 6495 Caroline Street  
 Suite B  
 Milton, FL 32570

**SHIP TO:** Santa Rosa County Computer/GIS Department  
  
 6495 Caroline Street  
 Suite L  
 Milton, FL 32570

**Customer#:** SANTA009  
**Account Manager:** Melissa Menard  
**Inside Sales Rep:** Susan Bacci  
**Title:** Santa Rosa BOCC - VMware vSphere  
**Comments:** Promotional Pricing Valid until 12/26/2015

#	Part #	Description	Unit Price	Qty	Ext Price
1	VS6-OSTD-AK-C	VMware vSphere 6 with Operations Management Standard Acceleration Kit for 6 processors	\$7,258.53	2.00	\$14,517.06
2	VS6-OSTD-AK-P-SSS-C	Production Support/Subscription VMware vSphere with Operations Management Standard Acceleration Kit for 6 processors	\$4,155.75	2.00 for 12 mo(s)	\$8,311.50
3	VS6-OSTD-PRO	VMware vSphere 6 with Operations Management Standard for 1 processor Promo VMware vSphere with Operations Management. Standard SnS Required and Sold Separately.	\$950.44	4	\$3,801.76
4	VS6-OSTD-P-SSS-C	Production Support/Subscription VMware vSphere 6 with Operations Management Standard for 1 year Technical Support, 24 Hour Sev 1 Support - 7 days a week.	\$468.68	4 for 12 mo(s)	\$1,874.72
5	VC-SRM6-25S-C	VMware vCenter Site Recovery Manager 6 Standard (25 VM Pack)	\$4,130.35	1.00	\$4,130.35
6	VC-SRM6-25S-P-SSS-C	Production Support/Subscription for VMware vCenter for Site Recovery Manager 6 Standard (25 VM Pack) for 1 Year	\$1,310.36	1.00 for 12 mo(s)	\$1,310.36

<b>Sub Total:</b>					<b>\$33,946.75</b>
<b>Grand Total:</b>					<b>\$33,946.75</b>



*Helping People  
Help Themselves*

17  
bu  
Ad

# Tri-County Community Council, Inc

302 North Oklahoma Street; P.O. Box 1210

Bonifay, FL 32425

Phone (850) 547-3689 • Fax (850) 547-2063 • TDD (850) 547-9505

E-MAIL [tcommunitycouncil@mchsi.com](mailto:tcommunitycouncil@mchsi.com)

CHAIRMAN  
Janet Kinney

TREASURER  
Vivian Clark

SECRETARY  
Susan Harris

VICE-CHAIR  
Hunter Walker

MEMBER-AT-LARGE  
David Whitaker

EXECUTIVE DIRECTOR  
Joel Paul, Jr.

OCT 19 2015

October 15, 2015

Chair, Board of County Commissioners  
Santa Rosa County  
6495 Caroline Street  
Milton, FL 32570

RE: Appointment of County Commissioner to Represent Santa Rosa County on  
Tri-County Community Council, Inc., Board of Directors 2016 Term

Dear Chair:

Tri-County Community Council, Inc., is a Community Action Agency providing services for Bay, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington Counties. We are required to have a tripartite Board of Directors with representation of government, business, and low income participants. However, due to the busy schedule of commissioners, our By-Laws have a provision that would allow the appointment of a designee to represent the commission.

Please consider this an invitation from the board of directors to appoint someone from your Board, or a designee, who will be able to attend the meetings, to represent the Public Sector for Santa Rosa County on our Board of Directors for 2016. We must have representation on our board from the counties we serve in order to receive funding for the county. **We are required by the Florida Department of Economic Opportunity to receive all appointments in writing annually.**

Thank you for your support.

Sincerely,

Janice Richards  
Board of Directors Liaison

/jr



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



18

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

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

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

**TO:** Board of Commissioners

**FROM:** Hunter Walker, County Administrator

**DATE:** December 3, 2015

**SUBJECT:** Early Learning Coalition of Santa Rosa County

By Florida Statute, a Board of Commissioners representative serves on the Board of Directors of the Early Learning Coalition of Santa Rosa County. I have served as the Board appointee to the ELCSRC since October 2006, but it may be another employee, not specifically the county administrator, or a commissioner.

I will place discussion of this item on the December 7, 2015 meeting agenda for your consideration.

RESOLUTION NUMBER 2015- \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, OPPOSING ANY EFFORTS TO BRING SYRIAN REFUGEES INTO SANTA ROSA COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Santa Rosa County Board of County Commissioners takes great pride in supporting the highest quality of life among Santa Rosa County residents; and

**WHEREAS**, the Santa Rosa County Board of County Commissioners opposes the relocation of any Syrian refugees into Santa Rosa County; and

**WHEREAS**, following the terrorist attacks by ISJS in Paris that killed over 120 people and wounded more than 350, and the news that at least one of the terror attack suspects gained access to France by posing as a Syrian refugee, the Santa Rosa County Board of County Commissioners will not support any requests to bring Syrian refugees into our County; and

**WHEREAS**, the Santa Rosa County Board of County Commissioners would further ask both the State and Federal Governments to take immediate and aggressive action to prevent the use of any public funds to relocate Syrian refugees to Florida, or anywhere in the United States, without an extensive evaluation of the risk that these individuals may pose to our security; and

**WHEREAS**, the prohibition of such practices will help protect the public health, safety, and welfare of the state, today and for future generations.

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

**Section 1.** That the Board of County Commissioners finds the above recitals to be true and correct and incorporated herein by reference.

**Section 2.** That the Santa Rosa County Board of County Commissioners opposes any efforts to bring Syrian refugees into the County.

**Section 3.** That the Santa Rosa County Board of County Commissioners hereby directs the Clerk forward a copy of this resolution to the following:

Honorable Barack Obama  
President of the United States  
The White House  
1600 Pennsylvania Avenue  
Washington DC, 20500

Senator Bill Nelson  
State of Florida  
The Capitol  
111North Adams Street  
Tallahassee, FL 32301

Senator Marco Rubio  
State of Florida  
The Capitol  
402 S. Monroe Street  
Tallahassee, FL 32399

U. S. Congressman Jeff Miller  
State of Florida  
4300 Bayou Boulevard, #13  
Pensacola, FL 32503

**Section 4.** That this resolution shall take effect immediately upon adoption by the Board of County Commissioners.

**PASSED AND ADOPTED** by a vote of \_\_ yeas, \_\_ nays, and \_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida this 10th day of December, 2015.

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

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

**ATTEST:**

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

**Hunter Walker**

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**From:** Commissioner Jaye Williamson  
**Sent:** Thursday, December 03, 2015 7:19 AM  
**To:** Hunter Walker; Beckie Cato  
**Subject:** Jeremy Reeder Info

Hunter, below is a little information about Jeremy I got him to send in case the board wanted any information about him. I will be replacing Bill Dubois with Jeremy.

Thank you,

Jayer

I grew up in the north part of Santa Rosa County, graduating from Jay High School before completing a secondary Mathematics degree from Florida State University. After graduating college I moved back into Pace and started a career in insurance and financial advising with the parent company New York Life and NYLIFE Securities, In 2013 I started Reeder Financial Group Inc. and provide the same services for my clients as I did when I was captive to my parent company. In my firm I serve both individuals and businesses primarily in our county and the two counties surrounding us. I am involved heavily in the Santa Rosa County Chamber of commerce as an Ambassador and went through leadership in the class of 26. I have been on the board of the Santa Rosa Young Professionals since 2010, and I am a member of several networking organizations including the Tri-Cities Chapter of BNI. I have had a 4 year relationship with a scholarship program called Take Stock in Children at Pace High School and I am on the Leadership committee for the Pensacola March of Dimes 2016 Walk for Babies. And for the past year I have sat on the Building BOAA (Board of Adjustments and Appeals) for Santa Rosa County. I intend on being A lifelong Santa Rosa County resident, and get great joy out of seeing this area grow and expand

Sent from my Verizon Wireless 4G LTE smartphone

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

**Hunter Walker**

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**From:** Adam Guess <guess.adam@gmail.com>  
**Sent:** Thursday, December 03, 2015 1:28 PM  
**To:** Hunter Walker  
**Subject:** Request to be put on Dec 7 Agenda  
**Attachments:** Map Cobia Run 5K.pdf; Map Cobia Run 10K.pdf

Mr. Hunter Walker,

I'm emailing you to request to be put on the Dec 7 agenda for consideration for a run on Navarre Beach for Saturday April 26th.

The run will be called the "Cobia Run" to play along with the ending of cobia season. Attached is the course map of both the 5K and 10K course. Initially we are planning on having the Start and Finish on or just before the Navarre Fishing pier to help tie the name of the race in with the fishing season.

Our first year goal is to have 300 runners join us. The start time will be at 8:00am and with a 20min per mile cut off time, our last runner will be finishing no later than 10:00am.

Scott and Joey that manage the pier have been asking me for years to put on a run out there and this seems like the perfect fit. If you have any questions please don't hesitate to call me directly at 850-261-6171.

I've been in the race production industry for the past 10+ years so I am well aware and prepared to handle all needs that are required to put on such an event.

The reason I'm asking to put this on the 7th agenda is because we are working towards a massive press release at the beginning of the year and this would be our last chance to get this approved before that release goes out.

Thank you for your consideration,

Adam Guess  
Guess Consulting, Inc  
850.261.6171  
guess.adam@gmail.com



cobia run 5k  
Distance: 3.1 mi  
Elevation: 47.99 ft (Max: 25.23 ft)

mapmyrun

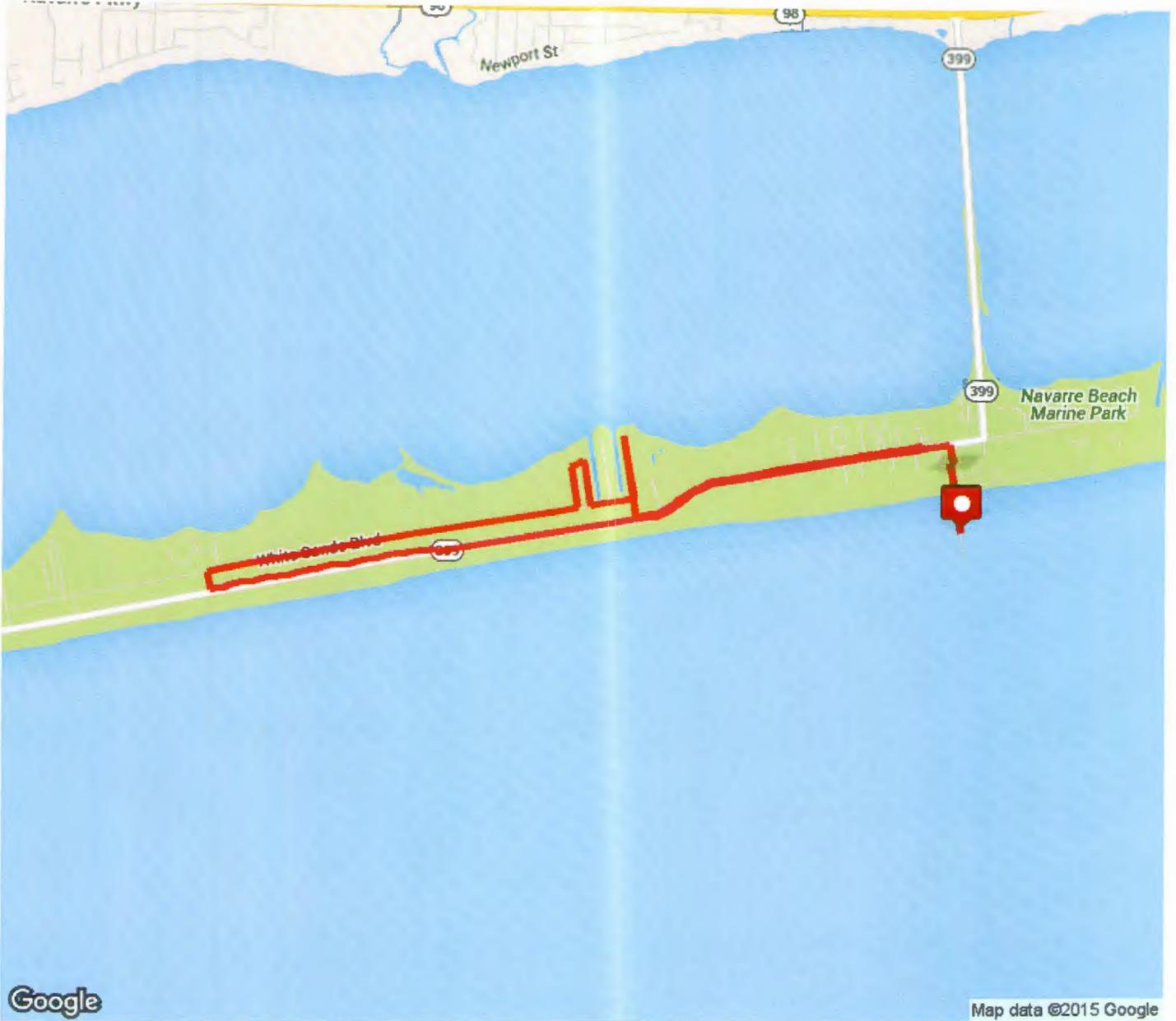


MapMyRun • <http://mapmyrun.com/routes/view/922695911>



cobia run 10k  
Distance: 6.23 mi  
Elevation: 67.34 ft (Max: 31.14 ft)

mapmyrun



MapMyRun • <http://mapmyrun.com/routes/view/922694223>



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS



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

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

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

**TO:** Hunter Walker, County Administrator

**FROM:** Emily Spencer

**DATE:** November 16, 2015

**RE:** Certificate of Public Convenience and Necessity for Operation of Non-transportation Advanced Life Support System by Midway Fire Department

Attached for your review and recommendation is a copy of the application and proof of insurance for the issuance of a Certificate of Public Convenience and Necessity for operation of Non-transportation Advanced Life Support System for Midway Fire Department.

STATE OF FLORIDA  
COUNTY OF SANTA ROSA

APPLICATION FOR PERMIT PERTAINING  
TO PROVISION OF NONTRANSPORT ADVANCED LIFE  
SUPPORT SERVICES IN SANTA ROSA COUNTY

1. Name of Applicant: MIDWAY FIRE DISTRICT

2. Business address: #1322 COLLEGE PKWY, GULF BREEZE, FL 32563

3. Telephone number: (850) 932-4771

4. Principal officers:

Jonathan Kanzigg Title: FIRE CHIEF

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

5. Directors of Applicant: MIDWAY FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Territory which Applicant desires to serve: MIDWAY FIRE DISTRICT

7. Number of vehicles: 3

8. Brief description of vehicles, including kind and type, passenger capacity, arrangement, size,  
and gross weight: 2 Fire ENGINES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Names and addresses of three (3) residents of the County as references:

EXEMPT

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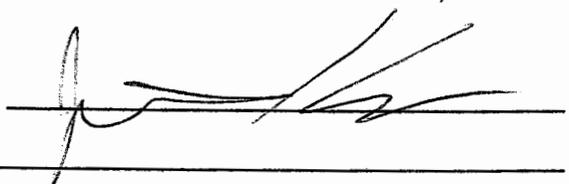
13. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, copies of policies of public liability, property damage and malpractice insurance as provided in Ordinance 87-54 of the Board of County Commissioners of Santa Rosa County, Florida, or a surety bond conditioned for the payment and satisfaction of any final judgment as required by such ordinance.

14. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, a copy of standard operating procedures which shall include all general and/or special instructions to personnel as to the exact nature of the duties, when applicable, under what conditions, to whom and how emergency care shall be rendered; and acknowledges that said standard operating procedures are to be reviewed and approved by the Board prior to initiation of service.

15. Attached to this application is Applicant's fee of \$50.00.

APPLICANT'S NAME:

Jonathan Kanziog, Fire Chief

By: 

Its: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/02/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Underwood Anderson & Assoc Inc P.O. Drawer 9578 Pensacola, FL 32513-9578 Clyde Wayne Hood AAI		<b>CONTACT NAME:</b> Clyde Wayne Hood AAI <b>PHONE (A/C, No, Ext):</b> 850-434-5526 <b>E-MAIL ADDRESS:</b> wayne@underwoodanderson.com <b>FAX (A/C, No):</b> 850-438-0330	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> Amer. Alternative Ins.c/o VFIS	
		<b>INSURER B :</b> Preferred Gov.Ins.Trust c/o PUB	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	
<b>INSURED</b> Midway Fire District 1322 College Parkway Gulf Breeze, FL 32561		<b>NAIC #</b>	

### COVERAGES

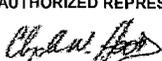
### CERTIFICATE NUMBER:

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TR-2058825-08	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CM-1055536-08	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCFL10574401 15-13	10/01/2015	10/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
~~RE: EMT Academy~~

<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>	
Florida Department of Health 4052 Bald Cypress Way C-18 Tallahassee, FL 32399-1738		FLOR-11  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
		AUTHORIZED REPRESENTATIVE 	



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



23

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

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

TO: Hunter Walker, County Administrator

FROM: Emily Spencer

DATE: November 24, 2015

RE: Permit for operation of non-emergency Medical services by  
TLT Transport, LLC

Attached for your review and recommendation is a copy of the application and proof of insurance for the issuance of a Permit for TLT Transport, LLC.

STATE OF FLORIDA  
COUNTY OF SANTA ROSA

APPLICATION FOR PERMIT PERTAINING  
TO OPERATION OF NON-MEDICAL TRANSPORTATION  
SERVICES IN SANTA ROSA COUNTY

1. Name of Applicant: TLT Transport

2. Business address: 3061 Chippewa Ln., Pace, FL 32571

3. Telephone number: 850-995-9300

4. Principal officers:

Dominic Persichini Title: Owner

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

5. Directors of Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Territory which Applicant desires to serve: SL, Escambia, Okaloosa

7. Number of vehicles: 4

8. Brief description of vehicles, including kind and type, passenger capacity, arrangement, size,

and gross weight: All vehicles are white Econoline type

vans to transport stretcher & wheelchair patients.

Max capacity is 3 persons. Gross weight apx

4000-5000 lbs.

9. Describe the location and description of the place or places from which the vehicle is

intended to operate: We will operate in Santa Rosa,  
Escambia, & Okaloosa Counties mainly in the  
hospitals & nursing homes.

10. Describe briefly the training and experience of the applicant in the transportation and care of

patients: All applicants are thoroughly trained at  
Santa Rosa Hospital on how to safely move  
patients from bed to stretcher/wheelchair.

11. Description of vehicle:

a. Make: Ford

b. Model: Transit Connect

c. Year of manufacture: 2014

d. Motor number: \_\_\_\_\_

e. Chassis: \_\_\_\_\_

f. State or Federal Aviation Agency registration number: \_\_\_\_\_

g. Color scheme: White Van blue & red logo

h. Insignia, name, monogram, or other distinguishing characteristics to be used to

designate the Applicant's vehicle:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TRANSPORT**

Local & Long Distance Non-Medical Transportation  
Wheelchair and Stretcher



12. Names and addresses of three (3) residents of the County as references:

Dominic & Kathleen Persichini 4097 Sheridan Dr  
Devann & Jan Cook 4918 Willard Norris Rd  
John & Debra Roche 510 James River Rd

13. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, copies of policies of public liability, property damage and malpractice insurance as provided in Ordinance 2007-13 of the Board of County Commissioners of Santa Rosa County, Florida, or a surety bond conditioned for the payment and satisfaction of any final judgment as required by such ordinance.

14. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, a copy of standard operating procedures which shall include all general and/or special instructions to personnel as to the exact nature of the duties, when applicable, under what conditions, to whom and how emergency care shall be rendered; and acknowledges that said standard operating procedures are to be reviewed and approved by the Board prior to initiation of service.

15. Attached to this application is Applicant's fee of \$50.00.

APPLICANT'S NAME:

ILT Transport

By: Maria Piri

Its: Office Manager



AGENCY CUSTOMER ID: TLTRAN-01

BRIDGET

FLORIDA COMMERCIAL AUTO COVERAGES / LIMITS SECTION

DATE (MM/DD/YYYY)

4/17/2015

AGENCY

CARRIER

NAIC CODE

Eustis Insurance, Inc.

Irwin Siegel Agency Inc

N/A

POLICY NUMBER

EFFECTIVE DATE NAMED INSURED(S)

03/20/2015 TLT Transport, LLC.

BUSINESS AUTO SECTION

Table with columns: COVERAGES, COVERED AUTO SYMBOLS, LIMITS, COVERAGES, COVERED AUTO SYMBOLS, LIMITS. Includes sections for Liability, Personal Injury Protection, Extended P.I.P., Medical Payments, Uninsured Motorist, Hired/Borrowed Liability, and Non-Owned Liability.

ENDORSEMENTS / REMARKS (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

SIGNATURE

PERSONAL INFORMATION ABOUT YOU MAY BE COLLECTED FROM PERSONS OTHER THAN YOU IN CONNECTION WITH THIS APPLICATION FOR INSURANCE AND SUBSEQUENT RENEWALS.

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.

I UNDERSTAND AND ACKNOWLEDGE THAT I HAVE BEEN OFFERED THE FOLLOWING UNINSURED MOTORIST OPTIONS: 1) STACKED UNINSURED MOTORIST COVERAGE 2) NON-STACKED UNINSURED MOTORIST COVERAGE 3) LIMITS EQUAL TO MY BODILY INJURY (BI) LIMITS 4) LIMITS LOWER THAN MY BI LIMITS, BUT NOT LESS THAN \$10,000/\$20,000 5) REJECTION OF THE COVERAGE COMPLETELY.

I UNDERSTAND THAT THE COVERAGE SELECTION AND LIMIT CHOICES INDICATED HERE OR IN ANY STATE SUPPLEMENT WILL APPLY TO ALL FUTURE POLICY RENEWALS, CONTINUATIONS AND CHANGES UNLESS I NOTIFY YOU OTHERWISE IN WRITING.

PRODUCER'S SIGNATURE

PRODUCER'S NAME (Please Print)

STATE PRODUCER LICENSE NO (Required in Florida)

APPLICANT'S SIGNATURE

Gary Delahoussaye

DATE

NATIONAL PRODUCER NUMBER

ACORD 137 FL (2009/08)



**TLT Transport**

Service, It's not just our business, it's our way of life.  
3061 Chippewa Ln.  
PACE, FL 32571  
(850) 995-9300

PEOPLES FIRST COMMUNITY BANK  
PACE, FL 32571  
63-9022/2632

11/16/15

PAY TO THE  
ORDER OF

SANTA ROSA COUNTY

\$ \*\*50.00

Fifty and 00/100\*\*\*\*\*

DOLLARS

SANTA ROSA COUNTY ADMINISTRATOR'S OFFIC  
6495 CAROLINE ST. SUITE D  
MILTON, FL 32571

AUTHORIZED SIGNATURE

MEMO

⑈003205⑈ ⑆263290220⑆ 3786795⑈

Security features. Details on back.



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



24

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

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

**TO:** Hunter Walker, County Administrator

**FROM:** Emily Spencer

**DATE:** November 25, 2015

**RE:** Permit for operation of non-emergency Medical services by XC Transporters, Inc. dba Specialty Care Transporters

Attached for your review and recommendation is a copy of the application and proof of insurance for the issuance of a Permit for XC Transporters, Inc. dba Specialty Care Transporters.

STATE OF FLORIDA  
COUNTY OF SANTA ROSA

APPLICATION FOR PERMIT PERTAINING  
TO OPERATION OF NON-EMERGENCY MEDICAL  
SERVICES IN SANTA ROSA COUNTY

1. Name of Applicant: XC Transporters, Inc. dba Specialty Care Transporters

2. Business address: 2172 W. Nine Mile Rd., Unit 120, Pensacola, FL 32534

3. Telephone number: (850) 476-3599

4. Principal officers:

John Connell Title: President

Melissa Connell Title: Vice President

\_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

5. Directors of Applicant: Same as above

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Territory which Applicant desires to serve: Entire Santa Rosa County

7. Number of vehicles: Six.

8. Brief description of vehicles, including kind and type, passenger capacity, arrangement, size, and gross weight: 2015 Ford Transit 150; set up for two ambulatory, one stretcher or one wheelchair client. 2015 Ford Transit 150; set up for two ambulatory, one stretcher or one wheelchair client. 2015 Ford Transit Connect Wagon; set up for two ambulatory or one wheelchair client. 2006 Ford E-150 Econoline set up for two Wheelchair clients. 2004 Ford Diamond Bus type vehicle set up for three wheelchair clients and/or 6 ambulatory clients. 2006 Toyota Sienna (ramp van) setup for one wheelchair client and 3 ambulatory clients.

9. Describe the location and description of the place or places from which the vehicle is intended to operate: Vehicles will may be taken home by employees while they are on call in the future. We Currently have one employee who lives in Santa Rosa. Currently, all vehicles are located in Pensacola, FL.

10. Describe briefly the training and experience of the applicant in the transportation and care of patients: John Connell, President, has eighteen years public service/emergency service as a law enforcement officer. Former owner and current consultant, Bruce Yelverton has twenty-five years as EMT/Paramedic and Director of Escambia County EMS. Last ten years as owner/operator of non-emergency transport services. Operations Manager, Mark Clark, has several years EMT and Fire service as do a majority of the drivers.

11. Description of ambulance:

- a. Make: Ford, Ford, Ford, Ford, Ford, Toyota
- b. Model: Transit 150, Transit 150, Transit Connect Wagon, Ford E-150, Ford Diamond, Sienna
- c. Year of manufacture: 2015, 2015, 2015, 2006, 2004, 2006
- d. Motor number: Ford Transit 150 VIN# 1FMZK1CM4FKA73497 Ford Transit 150 VIN# 1FMZK1CM6FKA73498 Ford Transit Connect Wagon VIN# NM0GE9E72F1196775 Ford E-150 VIN # 1FTRE14W46HA58233 Toyota Sienna 5TDZA23C76S480727 Ford Diamond 1SDWE35114HB43696
- e. Chassis: Described above
- f. State or Federal Aviation Agency registration number: N/A
- g. Color scheme: White
- h. Insignia, name, monogram, or other distinguishing characteristics to be used to designate the Applicant's ambulance: Name (Specialty Care Transporters) & Phone (476-3599) number on both sides of vehicle, including on back. These are in the process of being updated in the near future to also include a wheelchair logo and the BBB Logo.

12. Names and addresses of three (3) residents of the County as references:

Edward Kritzmire, 3348 Melvin Dr., Pace, FL 32571

Wayne Wiggins, 4933 Matthew Rd., Pace, FL 32571

Jack Lane, 5605 Peddle Wheel Dr., Milton, FL 32583

13. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, copies of policies of public liability, property damage and malpractice insurance as provided in Ordinance 87-54 of the Board of County Commissioners of Santa Rosa County, Florida, or a surety bond conditioned for the payment and satisfaction of any final judgment as required by such ordinance.

14. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, a copy of standard operating procedures which shall include all general and/or special instructions to personnel as to the exact nature of the duties, when applicable, under what conditions, to whom and how emergency care shall be rendered; and acknowledges that said standard operating procedures are to be reviewed and approved by the Board prior to initiation of service.

15. Attached to this application is Applicant's fee of \$50.00.

APPLICANT'S NAME:

XC Transporters, Inc., dba: Specialty Care Transporters

By: John Connell

Its: President





SPECCAR-01

CSTINSON

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/23/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Fisher Brown Bottrell Insurance, Inc. 1701 West Garden Street Pensacola, FL 32502	<b>CONTACT NAME:</b> Carla Byers Stinson <b>PHONE (A/C, No, Ext):</b> (800) 487-2973 <b>FAX (A/C, No):</b> (850) 438-4678 <b>E-MAIL ADDRESS:</b> cstinson@fbbins.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>	<b>INSURER A :</b> National Interstate Ins Co <b>NAIC #</b> 32620
XC Transporters, Inc. dba Specialty Care Transporters 2172 W. Nine Mile Rd. # 120 Pensacola, FL 32534	<b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
<b>A</b>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			EAL0000721-01	08/01/2015	08/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ <b>500,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Santa Rosa County Administrator's Office  
 6495 Caroline St, Suite D  
 Milton, FL 32570

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Patricia Smith*

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XC Transporters Inc  
DBA Specialty Care Transporters Inc  
2172 West Nine Mile Road Unit 120  
Pensacola, FL 32534  
850-476-3599

5006

63-215/631

11-23 20 15

Pay to the Order of Santa Rosa County \$ 50.00

fifty dollars <sup>00</sup>/<sub>100</sub> 00 Dollars

 Security features are included. Details on back.

SunTrust

For \_\_\_\_\_



MP

⑆063102152⑆1000176063195⑆ 5006

\*SCROLL\*

**RESOLUTION NO. 2015 - \_\_\_\_**

**WHEREAS**, Chapter 125, Florida Statutes, authorizes Santa Rosa County to establish Municipal Service Benefit Units for the provision of various facilities, services, projects, and/or improvements; and

**WHEREAS**, the Board of County Commissioners of Santa Rosa County has proposed to establish Municipal Service Benefit Units for the purpose of road paving or construction, road impact construction, storm water improvements, potable water, fire protection, sanitary sewer construction, canal maintenance, street lighting, fire hydrant installation, or any other purpose authorized by law,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Santa Rosa County, Florida:

1. The Board of County Commissioners of Santa Rosa County intends to use the uniform method for the levy, collection, and enforcement of non-ad valorem assessments, as provided in Florida Statute 197.3632. Said non-ad valorem assessments shall be implemented for the purposes of road paving or construction, road impact construction, storm water improvements, potable water, fire protection, sanitary sewer construction, canal maintenance, street lighting, fire hydrant installation, or any other purpose authorized by law.
2. Such non-ad valorem assessments are needed in order to fund the above referenced services and facilities and to insure that the citizens who receive the benefit from such services and facilities also contribute to the funding of said services and facilities.
3. All property in the boundaries of Santa Rosa County shall be subject to the above referenced non-ad valorem assessments.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of December, 2015, by a vote of      yeas,      nays, and      absent of the Board of County Commissioners of Santa Rosa County, Florida.

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

**ATTEST:**

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

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

ORDINANCE NO. 2015 - \_\_\_\_

AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, AMENDING ORDINANCE NO. 2015-19 AND IMPOSING A FIVE CENT LOCAL OPTION GAS TAX UPON EVERY GALLON OF MOTOR FUEL SOLD IN SANTA ROSA COUNTY PURSUANT TO §336.025(1)b, FLORIDA STATUTES, AND TAXED UNDER THE PROVISIONS OF CHAPTER 206, FLORIDA STATUTES; PROVIDING FOR DISTRIBUTION PURSUANT TO INTERLOCAL AGREEMENT BETWEEN SANTA ROSA COUNTY, THE CITY OF MILTON, THE CITY OF GULF BREEZE, AND THE TOWN OF JAY; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

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

**SECTION 1.** This ordinance shall be known and may be cited as the “Santa Rosa County 2015 Local Option Gas Tax Ordinance.”

**SECTION 2.** This ordinance is adopted pursuant to F.S. §336.025(1)b, and Chapter 206, F.S., as amended.

**SECTION 3. Tax.** There is hereby imposed a five-cent local option gas upon every gallon of motor fuel sold in the county and taxed under the provisions of Chapter 206, Part I, F.S..

**SECTION 4. Proceeds.** Proceeds of the tax hereby imposed shall be divided and distributed by the state Department of Revenue, in accordance with the terms of the applicable interlocal agreement entered into between the county and the City of Milton, the City of Gulf Breeze, and the Town of Jay. The distribution formula in the interlocal agreement shall provide for distribution of the entire proceeds of the local option gas tax among the county government and all eligible municipalities within the county.

**SECTION 5. Use of funds.** The proceeds of the tax provided in this ordinance shall be used for transportation expenditures within the county.

**SECTION 6. Duration.** The tax imposition provided by this article shall be effective from January 1, 2016, to December 31, 2026, both inclusive.

**SECTION 7. Severability.** If any section, subsection, sentence or clause or other provision of this Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such invalidity.

**SECTION 7. 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 8. Effective Date.** This Ordinance shall take effect January 1, 2016.

**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 \_\_\_\_\_, 2015.

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

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

**ATTEST:**

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

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and sent electronically to the Secretary of the State of Florida, on this \_\_\_\_ day of \_\_\_\_\_, 2015.

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



**SANTA ROSA COUNTY ENGINEERING**  
**SANTA ROSA COUNTY, FLORIDA**  
**6051 OLD BAGDAD HWY., STE. 300**  
**MILTON, FLORIDA 32583**  
www.santarosa.fl.gov

Preliminary  
Engineers Report  
December 7, 2015

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

This is a Preliminary check list:

The items listed below may be on the agenda for meeting of Board of County Commissioners of Santa Rosa County, Florida, for December 10, 2015 at 9:00 a.m. in Milton, Florida.

1. Presentation of Central Landfill Rate Study by SCS Engineers.
2. Discussion of Central Landfill entrance improvements. (Attachment A)
3. Discussion of Bomag compaction machine repair for the Central Landfill. (Attachment B)
4. Discussion of Engineering proposal for stormwater management and leachate sumps within the Central Landfill, south of Cell B. (Attachment C)
5. Discussion of the Holley by the Sea master drainage study.
6. Discussion of Local Agency Program Agreement for the design of the Glover Lane sidewalks. (Attachment D)
7. Discussion of Local Agency Program Agreement for the design of the King Middle School sidewalks. (Attachment E)
8. Discussion of Engineering scope and fee proposals for three HMGP projects:
  - a) Patterson/Pace Lane-Atkins of North America, Inc
  - b) Maranatha Way-Baskerville Donovan Engineers, Inc
  - c) Ranchettes Subdivision-American Consulting Engineers(Attachment F)
9. Discussion of low pressure sewer variance for the Pebble Brook subdivision, an 8 lot subdivision, in a portion of Sections 9 & 10, Township 2 South, Range 26 West, Santa Rosa County, Florida. (District 4) (Attachment G)

Location: 1-1/4 miles, more or less, East on U.S. 98 from the intersection of Highway 87, North on Panhandle Trail, West on Quail Roost, North on Pawnee Drive, property at the end of Pawnee Drive.

No support documentation for this agenda item.



**SANTA ROSA COUNTY ENGINEERING  
ENVIRONMENTAL DEPARTMENT**  
6065 Old Bagdad Highway  
Milton, FL 32583  
www.santarosa.fl.gov

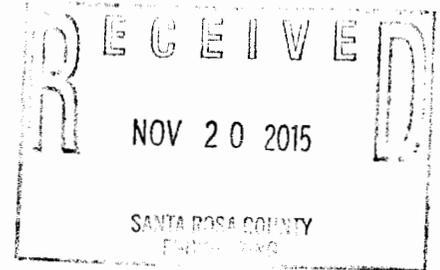
Roger A. Blaylock, P.E.  
County Engineer

Ronald C. Hixson  
Environmental Manager

## Memo

**To:** Hunter Walker, County Administrator  
**From:** Ronald Hixson, Environmental Manager  
**Thru:** Roger Blaylock, P.E., County Engineer

*RCH*



**Date:** November 19, 2015

**Re:** Engineering Services for Scale Addition and Entrance Improvements at Santa Rosa County Central Landfill

### Situation:

Currently, incoming traffic to the Central Landfill Facility enters from Da Lisa Road and utilizes a single queuing lane to pass through a single incoming scale. The Central Landfill is continuing to see an influx of waste and the current entrance configuration does not accommodate the additional traffic which sometimes backs up onto Da Lisa Road.

### Finding:

The current entrance road and scale configuration do not provide sufficient capacity to accommodate traffic entering the Central Landfill at peak times during the day. As such, vehicles waiting to turn into the Central Landfill can cause traffic to back up onto Da Lisa Road. In order to correct this issue the SRC Environmental Department has contacted Geosyntec Consultants to provide engineering services for the preparation of design drawings, construction drawings, and specification suitable for obtaining bids and constructing the commercial scale and roadway improvements project. Geosyntec has submitted a task order to accomplish the work described above.

### Recommendation:

That the BOCC approves the attached task order from Geosyntec Consultants to provide engineering services for the preparation of design drawings, construction drawings, and specification suitable for obtaining bids and constructing the commercial scale and roadway improvements project at Central Landfill in the amount of \$179,079.00.

17 November 2015

Ron Hixson  
Santa Rosa County Environmental Division  
6065 Old Bagdad Highway  
Milton, Florida 32583

**Subject: Task Order for Engineering Services for Scale Addition and Roadway  
Improvements  
Santa Rosa County Central Landfill  
Santa Rosa County, Florida**

Dear Mr. Hixson:

Geosyntec Consultants (Geosyntec) is pleased to submit the attached Task Order to the Santa Rosa County Environmental Division (SRCED) for professional engineering services associated with drawings and specifications for the addition of a scale, roadway improvements, and sewer tie-in at the Central Landfill facility located in Milton, Florida.

Santa Rosa County owns the Central Landfill, which includes Class I and Class III solid waste disposal areas. Incoming traffic to the Central Landfill Facility enters from Da Lisa Road and utilizes a single queuing lane to pass through a single incoming scale. The current entrance roadway and scale configuration do not provide sufficient capacity to accommodate traffic entering the Central Landfill facility at peak times during the day. As such, vehicles waiting to turn into the Central Landfill facility can cause traffic to back up onto Da Lisa Road. Accordingly, SRCED has requested Geosyntec to prepare this task order for design, permitting, and preparation of construction documents for the scale addition and roadway improvements for the purpose of procuring a construction contractor.

Geosyntec appreciates the continued opportunity to provide Santa Rosa County with engineering services for the Central Landfill. We look forward to working with you on this project.

Best regards,



Craig R. Browne, P.E.  
Senior Engineer



Daniel Schauer, P.G.  
Principal

Attachment

Central Landfill  
Task Order No. GEO15-xx

Phase IV, Cell C Design, Permitting & Engineering Services

TO INCLUDE:

Geosyntec will provide engineering services for the preparation of design drawing, construction drawings, and specification suitable for obtaining bids and constructing the project.

**THIS TASK ORDER IS ISSUED PURSUANT TO THE ENGINEERING & ENVIRONMENTAL SERVICES AGREEMENT DATED JULY 26, 2011 BETWEEN THE SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS AND GEOSYNTEC CONSULTANTS, WHICH IS INCORPORATED HEREIN BY REFERENCE, WITH RESPECT TO THE SANTA ROSA COUNTY CENTRAL LANDFILL.**

**SCOPE OF WORK**

Geosyntec will provide engineering services for preparation of design documents, permit application documents, construction drawings, and specifications suitable for obtaining bids for constructing the project. For the purposes of budgeting, the scope of work has been divided into the following phases:

- Phase 1 – Data Review and Site Investigation
- Phase 2 – Site Survey
- Phase 3 – Design Engineering and Drawings
- Phase 4 – Permitting
- Phase 5 – Response to Request for Additional Information
- Phase 6 – Construction Documents and Bid Quantities

A brief description of the activities that will be performed in each phase is presented below.

**Phase 1: Data Review and Site Investigation**

Under this phase, Geosyntec will review existing information and perform a limited geotechnical site investigation to evaluate subsurface conditions in the vicinity of the proposed scale addition, roadway improvements, and proposed stormwater ponds. Geosyntec will review existing data relative to the proposed scale addition and roadway improvements, including: (i) current LiDAR topographic survey, (ii) groundwater well drilling logs, (iii) recent test pit information collected by SRCED, (iv) plans for the existing scale, roadway, and

stormwater management system, (v) recent survey data on the surface water management system repairs/upgrades from Santa Rosa County surveyor, and (vi) incoming traffic records (weights and truck counts).

Geosyntec understands that minimal subsurface soil data is available in the vicinity of the existing access road between Da Lisa Road and the scalehouse. As such, one goal of the Phase 1 activities is to provide data on soil conditions at the site. A Geosyntec design engineer will conduct a site visit to the Central Landfill to review the existing conditions and operation of the landfill. During the site visit, the Geosyntec design engineer will also mark proposed soil boring and pavement coring locations and delineate the general zone of work for a 'Sunshine State One Call' utility survey.

Based on a preliminary understanding of available surface and subsurface data in the vicinity of the proposed scale addition and roadway improvements, Geosyntec proposes a field investigation program to include the following:

- Two (2) soil borings with standard penetration test (SPT) blow counts, each to a depth of 25 feet below ground surface (bgs) to be located in the approximate footprint of the proposed scale.
- Eight (8) soil auger borings (4-inch diameter), each to a depth of 5 feet bgs to collect bulk soil samples in the areas of proposed roadway for laboratory testing.
- One (1) soil boring with SPT blow counts to a depth of 15 feet bgs in the area proposed for the wastewater pumping station.
- Two (2) soil borings with SPT blow counts, each to a depth of 15 feet bgs in the area proposed for the stormwater pond.
- Six (6) cores of existing paved areas to identify asphalt thickness and total pavement section thickness.

For the soil borings with SPTs, the SPTs will be performed continuously to a depth of approximately 10 ft, bgs, and in 5-ft intervals thereafter. The drilling will be performed using mud rotary techniques, and it is assumed that no casing will be required. Upon completion of the drilling activities, each SPT borehole will be grouted with a neat cement mix using a tremie pipe from bottom of borehole to ground surface. Geosyntec has assumed that all boring locations will be accessible by standard truck-mounted drill rig without the need for specialized equipment mobilization. Borings and pavement cores will be performed under subcontract to a local licensed driller, and two days are anticipated to complete the field activities.

The approximate depth to groundwater encountered at each SPT borehole will be recorded by Geosyntec's field representative responsible for monitoring the soil boring activities. Geosyntec will log each borehole and prepare soil boring logs to include a visual description

of soils encountered (using methods provided in ASTM D2488 “Standard Practice for the Description and Identification of Soils”).

A Geosyntec field representative will collect soil samples as the SPT borings and auger borings progress. Soil samples will be packaged and used as needed for laboratory testing. Geosyntec will utilize the services of a commercial geotechnical laboratory to perform the testing included for this project. Under this task, Geosyntec has included budget for the following geotechnical laboratory tests:

- Engineering Classification per ASTM D2487 (8 samples).
  - Engineering Classification requires Particle-Size Analysis of Soils per ASTM D422 and Liquid Limit, Plastic Limit, and Plasticity Index of Soils (Atterberg Limits) per ASTM D4318.
- Resilient Modulus per AASHTO T307 (2 samples).
- Standard Proctor Compaction per ASTM D698 (2 samples).

Up to three (3) double ring infiltrometer tests (DRIs), per ASTM D3385, will be conducted in the footprint of the proposed stormwater ponds. The infiltration data gathered from these tests will be used in designing the stormwater management system.

For budgeting purposes, Geosyntec has assumed one day of effort to visit the site to observe existing site conditions, identify soil boring locations and delineate the area for a dig-safe utility survey. Three days are assumed for Geosyntec staff to be onsite to monitor the drilling activities, collect soil samples for laboratory testing, and observe the DRIs.

### **Phase 2: Site Survey**

Under this phase, a licensed, local land surveying firm will be procured by Geosyntec to perform a ground survey of relevant features in the proposed construction area. While Geosyntec understands that a topographic LiDAR survey will be available for the design effort, a limited ground survey is proposed to capture and/or confirm features such as: soil boring and soil sampling locations (from Phase 1 activities), existing stormwater management features (e.g., inverts of culverts, swales, etc.), limits of pavement, trees, existing scales, and other pertinent features such as existing buildings. Geosyntec will coordinate the surveying effort and provide one staff member to be onsite during the survey activities, which are assumed to span two days. Geosyntec will also review the survey products for adequacy for the intended use.

### **Phase 3: Design Engineering and Drawings**

Under this phase, Geosyntec will perform the engineering necessary to prepare permit-level drawings (90 percent draft of the Construction Drawings) for the project. This phase is divided into subtasks, which are described below.

### **Task 01 – Roadway and Drainage Design**

Under this task, Geosyntec will utilize existing LiDAR data along with the soil and ground survey data collected in Phases 1 and 2 to:

- Develop alignment, layout, and design pavement section for the new entrance roadway. The roadway alignment and layout will be developed based on the preferred alternative (Option 2) selected by SRCED from the conceptual options prepared by Geosyntec in September 2015. The pavement section will be developed based on soil data, existing pavement thickness data collected as part of Phase 1, and estimated traffic loading.
- Evaluate the existing storm water management system relative to the proposed construction and provide recommended design retrofits and/or modifications to comply with the requirements of the Florida Department of Environmental Protection (FDEP) and Santa Rosa County. Surface water management facilities will be designed in accordance with applicable rules and regulations adopted pursuant to Part IV of Chapter 373, F.S. Analyses and design calculations will be prepared and included in a calculation package for submittal to the aforementioned regulatory agencies.

### **Task 02 – Scale Foundation Design**

- Develop foundation design parameters based on the soil borings performed in the vicinity of the proposed scale. Also, with support from the scale vendor, review the adequacy of standard scale foundation details. It is assumed that the preferred scale vendor will provide design documents for the scale piers and related structural elements that meet the requirements of the Florida Building Code, current edition. Geosyntec will incorporate the pertinent scale design details into the design drawings.
- Review electrical and communications details associated with the scale (assumed to be provided by the scale vendor) and incorporate into the design drawings.

### **Task 03 – Sewer System Design**

Under this task, Geosyntec will assess sanitary sewer system needs at the Site and design a wastewater pumping station and force main to connect to the existing sanitary force main located in the right-of-way of Da Lisa Road. Under this task Geosyntec will:

- Calculate sanitary sewer system design flows through an assessment of typical personnel occupancy rates. Design flows will contain a safety factor to account for an unexpected transient increase in the number of personnel at the Site.
- Based on design flows, design an appropriately sized sanitary pumping station and force main. Pump station system will contain wet well, pumps, pump rails, floats, influent and effluent lines, access hatch, vent, control panel, high-level alarm indicators, telemetry, emergency pump-out connector, emergency back-up generator connection, and anti-flotation ballast. Additional items may be required according to

local ordinances. The pumping station will be located in a manner that minimizes the lengths of gravity piping runs from Site restrooms/sinks.

- The pumping station force main to Da Lisa Road will be appropriately sized according to calculated flow rate and local ordinances. The force main is anticipated to be poly vinyl chloride (PVC) and joined with appropriate joint-restraint mechanisms.
- The force main connection in the right-of-way on Da Lisa Road will be constructed as dictated by State and local ordinances.
- Sanitary sewer system design assumes adequate power is available at the Site for the pumping station.

#### **Task 04 – Maintenance of Traffic Plan**

The Central Landfill will need to remain open and fully operational during construction of the scale and roadway improvements. Because construction will need to take place adjacent to currently trafficked areas, a maintenance of traffic (MOT) plan will be needed to facilitate continued operations and maintain customer and worker safety. The MOT plan will be depicted on one sheet of the design drawings, under Task 5 below.

#### **Task 05 – Design Drawings**

Concurrent with Tasks 01 through 04 above, a draft set of design drawings will be prepared, which are assumed to include the following 32 sheets:

- Title Sheet.
- Site Overview Plan (aerial photo).
- Existing Topographic Conditions.
- Site Preparation Plan. This sheet will depict areas of clearing and grubbing, utility relocation, and pavement removal or preparation.
- Stormwater Pollution Prevention Plan (SWPPP).
- Stormwater Management and Grading Plan.
- Stormwater Management Details.
- Maintenance of Traffic Plan.
- Proposed Scale and Appurtenances. (7 sheets assumed to include plan view, sections, and details associated with the scale structure and foundation)
  - It is assumed that the scale manufacturer will provide all structural, mechanical, and electrical details and requirements associated with the scale construction. It is assumed that this will include, but not be limited to information and electronic drawings for the scale ramps, scale deck,

piers/foundation, walkways, and railings. In addition, it is assumed that drawings, details, and other construction requirements associated with the transaction box (fob reader) will be provided to Geosyntec for incorporation into the drawings.

- Roadway Improvements. (4 sheets assumed to include plan view layout, roadway alignment with stationing, sections, and details such as signage and road striping)
- Pumping Station and Force Main Plans and Details. (5 sheets assumed to include plan view, profile, and details)
- Electrical and Communication Plans and Details. (4 sheets assumed to include plan views and details)
- Miscellaneous Details. (assumed to include items such as fencing and gates)
- Construction Erosion & Sediment Control Notes and Details. (3 sheets assumed to include one notes sheet and 2 details sheets)

Geosyntec will provide one hardcopy and one electronic (PDF) copy of the draft design drawings to SRCED for review. For budgeting purposes Geosyntec has assumed one in-person meeting with SRCED to discuss SRCED review comments on the draft design documents. Geosyntec will update the design drawings, to reflect SRCED's review comments, to be used for the permit submittals as discussed below.

#### **Phase 4: Permitting**

Geosyntec understands that SRCED will prepare and submit the following permit applications to Santa Rosa County Development Services Department for review and approval:

- Site Plan Application.
- Access Management Application.
- Land Clearing Permit Application.
- Sewer Connection Permit Application.

Geosyntec understands that SRCED will prepare and submit any necessary FDEP permit applications. The following preliminary information has been obtained from FDEP regarding potential permitting requirements:

- Based on conversations held with Rich Boland from FDEP, the project qualifies for electronic submittal of the 10/2 Self-Certification to Department. This general permit is granted for the construction, alteration, and maintenance of a surface water management system serving a total project area of up to 10 acres, with less than 2 acres of impervious surface. Detailed design calculations are to be included in the

electronic submittal to FDEP via the FDEP Business Portal. There is no fee for the 10/2 Self Certification.

- Mike Bland with FDEP was contacted to confirm what solid waste permit modifications may be needed relative to the Central Landfill's solid waste permit. Mr. Bland indicated that unless a specific condition in the FDEP Solid Waste permit deals with the scales or entrance road, a modification to the Solid Waste permit is not required. Based on a review of the current FDEP Permit (Nos. 0001534-013-SO, -04-SO, -015-WT, -016-SO), dated 5 April 2013, the specific conditions do not appear to reference the scales or entrance road. As such, Geosyntec has assumed that no FDEP Solid Waste permitting will be required.

Under this phase, Geosyntec will provide miscellaneous technical support to assist SRCED with preparation and submittal of the permit application packages described above. Geosyntec has assumed that miscellaneous technical support will include up to 32 hours of effort such as production of signed and sealed hardcopy permit drawings, review of permit application submittals prepared by SRCED, and assistance with the online 10/2 Self-Certification. SRCED will be responsible for all applicable permitting fees associated with the submittal packages.

#### **Phase 5: Response to Request for Additional Information**

The level of effort associated with responding to requests for additional information (RAIs) from the agencies listed above cannot be readily estimated. Nonetheless, Geosyntec has allocated a contingency for assisting SRCED with review and response to the permit application packages. The budget estimate is based on approximately 32 hours of effort.

#### **Phase 6: Construction Documents and Bid Quantities**

Under this phase, Geosyntec will prepare construction level drawings and bid documents based on the permitted design. The effort will include development and submittal of a 90 percent draft of the following work products to SRCED for review:

1. Construction Drawings
2. Technical Specifications
3. Construction Quantities and Engineer's Cost Estimate

The construction drawings will include additional construction control information, not included in the permit level design drawings. For budgeting purposes Geosyntec has assumed one meeting with SRCED to discuss SRCED review comments for the 90 percent draft construction documents. Geosyntec will incorporate the SRCED's review comments on the 90 percent draft construction documents and finalize the bid package, as described below.

Geosyntec will prepare a final set of bid documents based on changes resulting from the permit application submittal reviews and SRCED's comments on the 90 percent draft

construction documents. For this submittal Geosyntec will develop applicable Division 1 through 16 Technical Specifications for bidding purposes. Geosyntec will assist the SRCED in preparation of the Invitation to Bid by supplying the relevant project specific details for inclusion in this section of the bid document. Geosyntec will also develop a bid quantity table and corresponding estimate of costs to construct the new scale, roadway improvements, and wastewater lift station based on the construction-level design. Geosyntec's cost estimate will be based on locally available quotes for services and materials, and will be provided to SRCED with the final bid documents.

**ASSUMPTIONS**

Geosyntec has assumed that no additional permitting submittals will be required to complete this project other than the items described above in Phase 4. If additional permitting services are required, Geosyntec will provide SRCED with a separate proposal to prepare the required permit application and supporting documentation.

Geosyntec assumes that SRCED will provide the Division 0 Specifications (aka "front end" documents) including but not limited to the Construction Contract, Bid Form, General Conditions, Supplemental Conditions and other generic contract administration or County specific "front end" specifications for bidding purposes. Additionally, support in responding to bidders Requests for Information (RFI's) including preparation of addenda to the bid documents is not included in this proposal, but Geosyntec can provide this support if requested by SRCED.

**BUDGET ESTIMATE**

Geosyntec has estimated a total lump sum project budget of **\$179,079** based on the scope of services described above. The estimated budget for the scope of work described in Phases 1 through 6 is summarized below:

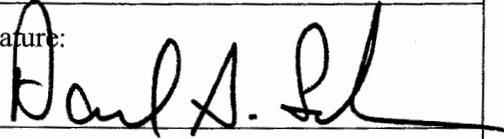
<b>Phase</b>	<b>Description</b>	<b>Budget</b>
1	Data Review and Site Investigation	\$25,613
2	Site Survey	\$9,461
3	Design Engineering and Drawings	\$88,397
4	Permitting	\$5,000
5	Response to Request for Additional Information	\$5,000
6	Construction Documents and Bid Quantities	\$45,608
<b>Totals</b>		<b>\$179,079</b>

Billing will be in accordance with the Master Consulting Agreement between Geosyntec and Santa Rosa County on a percent complete estimate of the lump sum budget. Geosyntec will

inform SRCED of any necessary revisions to the scope of work and will discuss a budget addendum as soon as possible after identification of any required additional work.

**SCHEDULE**

Geosyntec proposes to begin work on this project immediately upon your authorization to proceed (ATP). Our current anticipated schedule to deliver the supporting documentation for the permit application packages (as presented in Phase 4 scope above) is estimated at three months from ATP.

Fee	\$ 179,079.00
Period of Service	2015 - 2016
AUTHORIXATION TO PROCEED	
TERMINATION OF TASK ORDER	
For Santa Rosa County	For Geosyntec Consultants
Signature: Chairman	Signature: 
Printed Name: Chairman	Printed Name: Daniel Schauer, P.G.
Address: 6495 Carolina Street, Suite M, Milton, FL 32570	Address: 900 Broken Sound Parkway NW Suite 200 Boca Raton, Florida 33487
Telephone: 850-983-1877	Telephone: 561-995-0900
ATTEST:	
	Shanna Brain



**SANTA ROSA COUNTY ENGINEERING  
ENVIRONMENTAL DEPARTMENT**  
6065 Old Bagdad Highway  
Milton, FL 32583  
www.santarosa.fl.gov

Roger A. Blaylock, P.E.  
County Engineer  
  
Ronald C. Hixson  
Environmental Manager

## Memo

**To:** Hunter Walker, County Administrator  
**From:** Ronald Hixson, Environmental Manager *RCH*  
**Thru:** Roger Blaylock, P.E., County Engineer

**Date:** November 3, 2015

**Re:** PURCHASE AND INSTALLATION OF HYDROSTATIC PUMP FOR BOMAG  
COMPACTOR (1134)

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**Situation:**

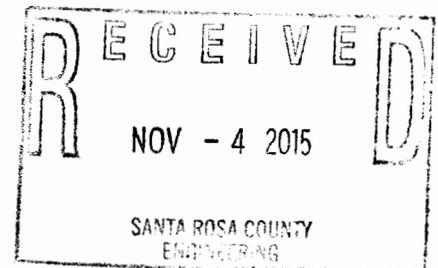
The Central Landfill utilizes a Bomag compacting machine for compaction of Class III waste. The Bomag compactor (1134) is in need of a hydrostatic gear drive pump.

**Finding:**

Beard Equipment Co. has provided a quote that includes pricing to purchase and install the hydrostatic pump and assembly for \$28,333.51. This price includes a CORE charge for the existing pump of \$10,976.22. Since this is a difficult repair the Environmental Department recommends that the mechanics at Beard Equipment Co. perform the work.

**Recommendation:**

That the BOCC approves the attached quote from Beard equipment in the amount of \$28,333.51. This price includes a hydrostatic drive pump, the labor to install the hydrostatic drive pump on the Bomag Compactor (1134), and a \$10,976.22 CORE charge as mentioned above. After the old pump is received by the manufacturer the CORE charge will be refunded to the County.





Location: 3195 W Nine Mile rd  
 Pensacola Fl 32534  
 Phone: (850) 476 0277  
 Fax: (850) 476 7556

Mobile, Al.

(251) 456-1993

Pensacola, Fl.

(850) 476-0277

Freeport, Fl.

(850) 835-3337

Panama City, Fl.

(850) 769-4844

Jacksonville, Fl.

(904) 296-5000

Lake City, Fl.

(386) 752-9544

Palatka, Fl.

(386) 325-6268

**THIS IS AN ESTIMATE ONLY**

Date: 10/29/2015 Prepared By: KEITH COSTER

Customer: SANTA ROSA COUNTY LANDFILL  
 Contact: ROLAND  
 City:  
 State:  
 Phone: 850 777 0573  
 Fax/E-mail: \_

Model: BC772RB-2  
 Serial No. 101570431011.00  
 Engine No.  
 Equip.No. 1134  
 Hours  
 Est. Date of Job Completion:

Description of Service Requested:	Parts	Hours	Labor
Remove hood, Drain hydraulic oil, Remove all lines from left hydrostat pump,			
Remove Hydrostat pump assembly. Assemble in reverse order. Set hydrostat pressures	\$23,894.01		\$3,500.00
O'rings for fittings, hardware for pumps and covers	\$200.00		
Note: Customer will supply the oil			
Possible field calls, 2 -3 trips possible	\$717.00		
If there any other costs involved not known at this time. Customer will be notified before parts or labor is added.			
Thank you very much for the opportunity to provide you with this estimate, if you have any questions please don't hesitate to call me.			
Keith Coster-850 476 0277			

**Parts and Labor Prices are Effective for 30 Days**

Estimate excludes sales tax, incoming freight, and additional charges for parts/labor not included in the above mentioned. This estimate does not obligate customer or BEC in any way. Should the customer request BEC to Perform the work, and BEC agrees to do so, the work will be performed in accordance with BEC customary terms and conditions.

\* Reusing old hardware is not recommended due to corrosion, rust and stress factors. If old hardware is reused, BEC is not responsible for items that loosen after installation.

Parts	\$24,811.01
Labor	\$3,500.00
Misc Hardware	
Environmental	\$22.50
Per Field Call	\$0.00
<b>Total of Estimate:</b>	<b>\$28,333.51</b>



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6065 Old Bagdad Highway  
Milton, FL 32583  
www.santarosa.fl.gov

Roger A. Blaylock, P.E.  
County Engineer

Ronald C. Hixson  
Environmental Manager

## Memo

**To:** Hunter Walker, County Administrator  
**From:** Ronald Hixson, Environmental Manager  
**Thru:** Roger Blaylock, P.E., County Engineer  
**Date:** November 23, 2015  
**Re:** Cell B Sump Area Revisions

Handwritten initials, possibly "RH", in black ink.

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### **Situation:**

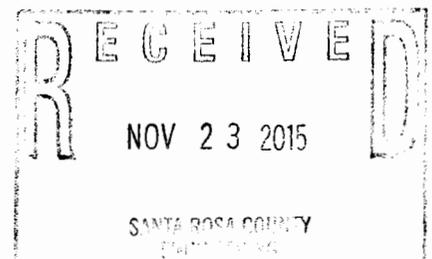
The construction of cell C at the Central Landfill has presented a potential stormwater issue that will need to be corrected before construction is completed. To correct the issue several sumps will need to be elevated and the grade of the problem area will potentially need to be changed which will require an engineering design.

### **Finding:**

Geosyntec engineers have been consulted on this matter and since they currently have an engineer onsite performing quality assurance during the cell C construction process the Santa Rosa County Environmental Department (SRCED) asked Geosyntec to prepare a proposal that includes preparing construction drawings to revise the storm water management system and elevate the existing leachate sumps in the area immediately south of Cell B.

### **Recommendation:**

That the BOCC approves the attached proposal from Geosyntec Consultants to provide engineering services, construction drawings, to revise the storm water management system and elevate the existing leachate sumps in the area immediately south of Cell B in the amount of \$16,923.00.



19 November 2015

Ron Hixson  
Environmental Manager  
Santa Rosa County Environmental Department  
6065 Old Bagdad Highway  
Milton, Florida 32583

**Subject: Proposal for Cell B Sump Area Revisions  
Santa Rosa County Central Landfill  
Santa Rosa County, Florida**

Dear Mr. Hixson:

Geosyntec Consultants (Geosyntec) is pleased to present to Santa Rosa County Environmental Department (SRCED) this proposal for professional engineering services associated with the Central Landfill located in Milton, Florida (Site). This proposal was prepared in response to your verbal request received by Geosyntec on 13 November 2015. This proposal provides a description of the professional services that will be provided by Geosyntec to prepare the construction drawings for the revised stormwater management system and elevated leachate sumps in the area immediately south of Cell B (herein referenced as the "Project Area"). The remainder of this proposal provides: (i) a brief project background; (ii) the proposed scope of work; (iii) a list of assumptions used to prepare the budget estimate; (iv) the budget estimate for the proposed scope of work; and (v) a discussion of schedule.

## **PROJECT BACKGROUND**

Presently, the Project Area is experiencing localized flooding around the high density polyethylene (HDPE) manholes near Cell B during rainfall events. Based on photos of the Project Area reviewed by Geosyntec in developing this proposal, the area immediately surrounding the manholes appears to be lower in elevation than the surrounding areas. Potential engineering controls to reduce the amount of stormwater that collects in these areas include, but are not limited to, the following: (i) regrading of the land surface to modify the surrounding elevations and establish positive conveyance to the existing stormwater management system; (ii) design and construction of enhanced stormwater infiltration system in these areas; (iii) or possibly a combination of both of these suggested controls. It is understood that as part of the proposed design modifications, the HDPE manholes located in these areas will likely need to be extended vertically from their current position to

accommodate the regrading alternative and maintain unobstructed access from the perimeter road located to the south.

## **PROPOSED SCOPE OF WORK**

Geosyntec will provide engineering services for review, evaluation and design of recommended modification to address the current stormwater drainage inadequacies observed in the Project Area. Any such recommended design retrofits and/or modifications will comply with the requirements of the Florida Department of Environmental Protection (FDEP) and Santa Rosa County. For the purposes of budgeting, the scope of work proposed by Geosyntec has been divided into the following phases:

- Phase 1 – Data Review and Site Visit
- Phase 2 – Design Engineering and Drawings

A brief description of the activities that will be performed in each phase is presented below.

### **Phase 1: Data Review and Site Visit**

Under this phase, Geosyntec will review existing information and perform a site visit to gain an understanding of the current drainage issues and site limitations. Geosyntec will review existing data relative to the project including: (i) current topographic survey, (ii) recent survey data on the surface water management system that will receive the runoff from the project area, and (iii) current construction plans for the areas around the Project Area. In addition, the site visit will allow Geosyntec's engineering team to physically observe the site conditions and provide the SRCED with their initial design concepts during a face-to-face meeting while on-site. This meeting will allow discussion of the potential design alternatives, their pros and cons, estimated cost and complexity, and anticipated schedule to complete with the objective of narrowing the final design concept in agreement with the SRCED. For budgeting purposes, Geosyntec has assumed one day of effort to visit the Project Area and to discuss potential design concepts with SRCED staff.

### **Phase 2: Design Engineering and Drawings**

Under this phase, Geosyntec will perform the engineering of the final agreed upon design concept and prepare the relevant construction drawings for the project. Stormwater management facilities will be designed in accordance with applicable rules and regulations adopted pursuant to Part IV of Chapter 373, F.S. Ultimately, our goal is to provide a design which will alleviate the localized flooding around the HDPE manholes and provide enhanced conveyance of stormwater to the existing stormwater management system and/or facilitate infiltration within the Project Area.

A draft set of construction drawings will be prepared, which are assumed to include the following sheets:

- Title Sheet;
- Proposed Stormwater Management and Grading Plan;
- Stormwater Management Details; and
- Miscellaneous Details.

Geosyntec will provide one hardcopy and one electronic (PDF) copy of the draft construction drawings to SRCED for review and comment prior to finalization. Geosyntec will update the construction drawings, to reflect SRCED's review comments. Two hardcopies and one electronic (PDF) copy of the final signed and sealed drawings will be provided to SRCED.

#### **ASSUMPTIONS**

Geosyntec has assumed that no permitting will be required to complete this project. If permitting services are required, Geosyntec will provide SRCED with a separate proposal to prepare the required permit application and supporting documentation. Geosyntec assumes that the SRCED will provide the survey information and existing construction record drawings (i.e. as-built plans) for Cell B and the surrounding areas in AutoCAD format at the outset of the project and accompanying authorization to proceed.

#### **BUDGET ESTIMATE**

Geosyntec has estimated a total lump sum project budget of \$16,923 based on the scope of services described above. The estimated budget for the scope of work described by Phases 1 and 2 is summarized below.

<b>Phase</b>	<b>Description</b>	<b>Budget</b>
1	Data Review and Site Visit	\$4,794
2	Design Engineering and Drawings	\$12,129
	<b>Totals</b>	<b>\$16,923</b>

Billing will be in accordance with the Master Consulting Agreement between Geosyntec and Santa Rosa County on a percent complete estimate of the lump sum budget. Geosyntec will inform SRCED of any necessary revisions to the scope of work and will discuss a budget addendum as soon as possible after identification of any required additional work.

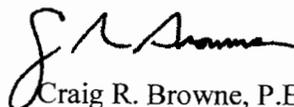
**SCHEDULE**

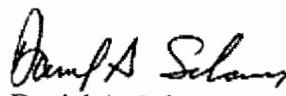
Geosyntec proposes to begin work on this project immediately upon your authorization to proceed (ATP). Geosyntec anticipates submitting the draft construction drawings within three weeks of the ATP and receiving all existing survey data.

**CLOSURE**

Geosyntec appreciates the opportunity to provide Santa Rosa County with this letter proposal for engineering services for the Central Landfill. We look forward to discussing the contents of this letter proposal with you. If you have any questions, please do not hesitate to contact either of the undersigned at (813) 558-0990.

Best regards,

  
Craig R. Browne, P.E.  
Senior Engineer

  
Daniel A. Schauer, P.G.  
Principal

It is so agreed on behalf of the SRCED:

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

SRCED Authorized Representative

\_\_\_\_\_  
Printed Name and Title

No support documentation for this agenda item.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**LOCAL AGENCY PROGRAM AGREEMENT**

FPN: 437087-2-38-01 Fund: TALU FLAIR Approp: \_\_\_\_\_  
Federal No: \_\_\_\_\_ Org Code: \_\_\_\_\_ FLAIR Obj: \_\_\_\_\_

FPN: \_\_\_\_\_ Fund: \_\_\_\_\_ FLAIR Approp: \_\_\_\_\_  
Federal No: \_\_\_\_\_ Org Code: \_\_\_\_\_ FLAIR Obj: \_\_\_\_\_

FPN: \_\_\_\_\_ Fund: \_\_\_\_\_ FLAIR Approp: \_\_\_\_\_  
Federal No: \_\_\_\_\_ Org Code: \_\_\_\_\_ FLAIR Obj: \_\_\_\_\_

County No: 58 (Santa Rosa) Contract No: \_\_\_\_\_ Vendor No: F596000842047  
FDOT Data Universal Number System (DUNS) No: 80-939-7102 Local Agency DUNS No: 07-790-6444  
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the State of Florida, Department of Transportation, an agency of the State of Florida ("Department"), and Santa Rosa County B.O.C.C. ("Agency").

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

1. **Authority:** The Agency, by Resolution No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a copy of which is attached as Exhibit "F" and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section 339.12, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in the design of the Glove Lane Sidewalk Project, as further described in Exhibit "A", Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Term of Agreement:** The Agency agrees to complete the Project on or before June 30, 2017. If the Agency does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

4. **Project Cost:**

A. The total cost of the Project is \$ 33,612.00. This amount is based upon the schedule of funding in Exhibit "B", Schedule of Funding attached to and incorporated in this Agreement. The Agency agrees to bear all expenses in excess of the total cost of the Project and any deficits involved. The schedule of funding may be modified by mutual agreement as provided for in paragraph 5.I.

B. The Department agrees to participate in the Project cost up to the maximum amount of \$33,612.00 and as more fully described in Exhibit "B". This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation.

C. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;

ii. Availability of funds as stated in subparagraphs 5.L. and 5.M. of this Agreement;

**EXHIBIT "A"**

**PROJECT DESCRIPTION AND RESPONSIBILITIES**

FPN: 437087-2-38-01

This exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of Transportation and

Santa Rosa County Board of County Commissioners

**PROJECT LOCATION:**

- The project is on the National Highway System.
- The project is on the State Highway System.

**PROJECT LENGTH AND MILE POST LIMITS:** 0.579 Miles

**PROJECT DESCRIPTION:** The project design of sidewalk along Glover Lane from Hamilton Bridge Road to Hobbs Middle School in the City of Milton.

**SPECIAL CONSIDERATIONS BY AGENCY:**

The audit report(s) required in the Agreement shall include a Schedule of Project Assistance that will reflect the Department's contract number, the Financial Project Number (FPN), the Federal Authorization Number (FAN), where applicable, the amount of state funding action (receipt and disbursement of funds), any federal or local funding action, and the funding action from any other source with respect to the project.

The Agency shall not begin until a Notice to Proceed has been issued by the Department.

The Agency is required to provide a copy of the design plans for the Department's review and approval, coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Agency shall ensure that the project will be constructed within the existing right of way.

The Agency shall be responsible for verifying that the NEPA document is adhered to for the life of the project.

The Agency shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by N/A
- b) Design to be completed by June 30, 2017
- c) Right-of-Way requirements identified and provided to the Department by N/A.
- d) Right-of-Way to be certified by N/A
- e) Construction contract to be let by N/A
- f) Construction to be completed by N/A

If this schedule cannot be met, the Agency will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of federal funding.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**LOCAL AGENCY PROGRAM AGREEMENT**

525-010-40B  
 PROGRAM MANGEMENT  
 OGC - 08/15  
 Page 1 of 1

**EXHIBIT "B"**

**SCHEDULE OF FUNDING**

AGENCY NAME & BILLING ADDRESS Santa Rosa County BOCC 6495 Caroline Street Milton, FL 32570	FPN: 437087-2-38-01
---	---------------------

TYPE OF WORK By Fiscal Year	FUNDING			
	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
<b>Planning-18</b> FY: _____ FY: _____ FY: _____ Total Planning Cost	_____	_____	_____	_____
<b>Project Development &amp; Environment (PD&amp;E) - 28</b> FY: _____ FY: _____ FY: _____ Total PD&E Cost	_____	_____	_____	_____
<b>Design - 38</b> FY: 2016 FY: _____ FY: _____ Total Design Cost	\$33,612.00	\$0.00	\$0.00	\$33,612.00
<b>Right-of-Way - 48</b> FY: _____ FY: _____ FY: _____ Total Right-of-Way Cost	_____	_____	_____	_____
<b>Construction-58</b> FY: _____ FY: _____ FY: _____ FY: _____ Total Construction Cost	_____	_____	_____	_____
<b>Construction Engineering and Inspection (CEI) - 68</b> FY: _____ FY: _____ FY: _____ Total CEI Cost	_____	_____	_____	_____
FY: _____ FY: _____ FY: _____ Total Costs	_____	_____	_____	_____
<b>TOTAL COST OF THE PROJECT</b>	\$33,612.00	\$0.00	\$0.00	\$33,612.00

The Department's fiscal year begins on July 1. For this project, funds are not projected to be available until after the 1st of July of each fiscal year. The Department will notify the Agency, in writing, when funds are available.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**LOCAL AGENCY PROGRAM AGREEMENT**

525-010-40  
PROGRAM MANAGEMENT  
OGC-08/15  
Page 1 of 16

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FPN: 436985-1-38-01 Fund: TALU FLAIR Approp: \_\_\_\_\_  
Federal No: \_\_\_\_\_ Org Code: \_\_\_\_\_ FLAIR Obj: \_\_\_\_\_

FPN: \_\_\_\_\_ Fund: \_\_\_\_\_ FLAIR Approp: \_\_\_\_\_  
Federal No: \_\_\_\_\_ Org Code: \_\_\_\_\_ FLAIR Obj: \_\_\_\_\_

FPN: \_\_\_\_\_ Fund: \_\_\_\_\_ FLAIR Approp: \_\_\_\_\_  
Federal No: \_\_\_\_\_ Org Code: \_\_\_\_\_ FLAIR Obj: \_\_\_\_\_

County No: 58 (Santa Rosa) Contract No: \_\_\_\_\_ Vendor No: F596000842047  
FDOT Data Universal Number System (DUNS) No: 80-939-7102 Local Agency DUNS No: 07-790-6444  
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction

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THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ between the State of Florida, Department of Transportation, an agency of the State of Florida ("Department"), and Santa Rosa County B.O.C.C. ("Agency").

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

1. **Authority:** The Agency, by Resolution No. \_\_\_\_\_ dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, a copy of which is attached as Exhibit "F" and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section 339.12, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in the design of the King Middle School Sidewalk Project, as further described in Exhibit "A", Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Term of Agreement:** The Agency agrees to complete the Project on or before June 30, 2017. If the Agency does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

4. **Project Cost:**

A. The total cost of the Project is \$ 42,022.00. This amount is based upon the schedule of funding in Exhibit "B", Schedule of Funding attached to and incorporated in this Agreement. The Agency agrees to bear all expenses in excess of the total cost of the Project and any deficits involved. The schedule of funding may be modified by mutual agreement as provided for in paragraph 5.I.

B. The Department agrees to participate in the Project cost up to the maximum amount of \$42,022.00 and as more fully described in Exhibit "B". This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation.

C. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;

ii. Availability of funds as stated in subparagraphs 5.L. and 5.M. of this Agreement;

**EXHIBIT "A"**

**PROJECT DESCRIPTION AND RESPONSIBILITIES**

FPN: 436985-1-38-01

This exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of Transportation and

Santa Rosa County Board of County Commissioners

**PROJECT LOCATION:**

- The project is on the National Highway System.
- The project is on the State Highway System.

**PROJECT LENGTH AND MILE POST LIMITS:** 1.150 Miles

**PROJECT DESCRIPTION:** The project design of sidewalk along Rosasco Street from State 89 to State Road 87, Byrom Street from Rosasco Street to Magnolia Street, and King Street from Byrom Street to State Road 87. The project will also include signage and pavement markings and minor drainage modifications.

**SPECIAL CONSIDERATIONS BY AGENCY:**

The audit report(s) required in the Agreement shall include a Schedule of Project Assistance that will reflect the Department's contract number, the Financial Project Number (FPN), the Federal Authorization Number (FAN), where applicable, the amount of state funding action (receipt and disbursement of funds), any federal or local funding action, and the funding action from any other source with respect to the project.

The Agency shall not begin until a Notice to Proceed has been issued by the Department.

The Agency is required to provide a copy of the design plans for the Department's review and approval, coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Agency shall ensure that the project will be constructed within the existing right of way.

The Agency shall be responsible for verifying that the NEPA document is adhered to for the life of the project.

The Agency shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by N/A
- b) Design to be completed by June 30, 2017
- c) Right-of-Way requirements identified and provided to the Department by N/A.
- d) Right-of-Way to be certified by N/A
- e) Construction contract to be let by N/A
- f) Construction to be completed by N/A

If this schedule cannot be met, the Agency will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of federal funding.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**LOCAL AGENCY PROGRAM AGREEMENT**

525-010-40B  
 PROGRAM MANGEMENT  
 OGC - 08/15  
 Page 1 of 1

**EXHIBIT "B"**

**SCHEDULE OF FUNDING**

AGENCY NAME & BILLING ADDRESS Santa Rosa County BOCC 6495 Caroline Street Milton, FL 32570	FPN: 436985-1-38-01
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TYPE OF WORK By Fiscal Year	FUNDING			
	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
<b>Planning-18</b> FY: _____ FY: _____ FY: _____ Total Planning Cost	_____	_____	_____	_____
<b>Project Development &amp; Environment (PD&amp;E) - 28</b> FY: _____ FY: _____ FY: _____ Total PD&E Cost	_____	_____	_____	_____
<b>Design - 38</b> FY: 2016 FY: _____ FY: _____ Total Design Cost	\$42,022.00	\$0.00	\$0.00	\$42,022.00
<b>Right-of-Way - 48</b> FY: _____ FY: _____ FY: _____ Total Right-of-Way Cost	_____	_____	_____	_____
<b>Construction-58</b> FY: _____ FY: _____ FY: _____ FY: _____ Total Construction Cost	_____	_____	_____	_____
<b>Construction Engineering and Inspection (CEI) - 68</b> FY: _____ FY: _____ FY: _____ Total CEI Cost	_____	_____	_____	_____
FY: _____ FY: _____ FY: _____ Total Costs	_____	_____	_____	_____
<b>TOTAL COST OF THE PROJECT</b>	\$42,022.00	\$0.00	\$0.00	\$42,022.00

The Department's fiscal year begins on July 1. For this project, funds are not projected to be available until after the 1st of July of each fiscal year. The Department will notify the Agency, in writing, when funds are available.

8

**Santa Rosa County**  
**Hazard Mitigation Grant Program Stormwater Project - Patterson Lane/Pace Lane**  
**Drainage Engineering Services**  
**November 20, 2015**

The following is a scope of services which defines those tasks necessary to complete the Patterson Lane/Pace Lane Drainage Project in Santa Rosa County, Florida. Herein after all references to the County will mean Santa Rosa County and all references to the Consultant will mean Atkins.

Location

The Patterson Lane/Pace Lane project area is part of the Pea Ridge community and is located within Section 27 of Township 1 North and Range 29 West, within Pace, Florida 32571 (latitude:30.6362, longitude:-87.1402). The proposed improvements are located within the Patterson Lane, Pace Lane, Faircloth Street and Matthew Road rights-of-way and also encompass five lots located on Patterson Lane, Faircloth Street and Matthew Road.

Current Conditions

The general slope of this area is from north to south, but there are isolated low areas within this gently sloping area. One of these isolated low areas is present along Patterson Lane, from the intersection of Pace Lane and Patterson Lane, eastward for approximately 800 feet. Another troublesome area lies along Faircloth Street. Flat topography and lack of drainage infrastructure prevent the flow of stormwater runoff away from the roadway and nearby homes. The project area has experienced severe and extensive flooding following moderate to severe storm events. In summary, flat terrain, coupled with the isolated low areas, present challenges for moving stormwater runoff to safe locations. The existing stormwater management system serving this area consists of limited ditches and pipes that direct excess water southerly to an existing County stormwater retention pond that is located on Overlook Circle. The ultimate disposal of the stormwater runoff in this area is through percolation into the underlying soils. The general vicinity is classified as a "Drainage Problem Area" by Santa Rosa County because of the repetitive occurrences of roadway, yard and structural flooding. Septic systems were also inundated, resulting in septic system failures.

Proposed Improvements

Santa Rosa County envisions that the implementation of the proposed drainage improvements will minimize or eliminate future structural damage while improving the level of service for the residents during and following future flood events. Specifically, the proposed drainage improvements will encompass the installation of storm sewer systems (inlets and pipes), in combination with french drains, to properly convey stormwater runoff and manage groundwater base flow to an existing retention pond on Overlook Circle, as well as three (3) proposed stormwater ponds. It is worth noting that the three (3) proposed stormwater ponds will be located on five (5) undeveloped parcels that will need to be acquired by the County. In addition, the proposed improvements include enhancements to the current ditch systems in order to convey stormwater to the new piping systems. Due to right-of-way constraints, the new storm sewer systems will be placed beneath the existing roadways. This project will be phased to allow an engineering study, construction plans preparation, permitting and bidding for Phase I and construction, and construction management services under Phase II.

Five parcel acquisitions will be required to implement the proposed improvements. The Consultant will assist the county with the land acquisition coordination by illustrating the proposed pond construction limits.

A Hydrologic and Hydraulic (H&H) Study as well as an engineer's probable cost estimate have already been prepared for this project. Santa Rosa County will provide the H&H study and ICPR model data to the consultant. The consultant will review and update the H&H study and cost estimate as necessary based on detailed survey and final construction plans.

Permits and coordination efforts with the NFWFMD will be required. No wetland impacts are anticipated.

The **Consultant** shall design and prepare construction documents for the proposed improvements. This Scope includes the following tasks:

### **Phase I**

1. Data Collection including coordination with surveying, geotechnical and utility owners.
2. Design
3. Permitting

## **1.0 DATA COLLECTION**

### **1.1 Survey**

Pittman, Glaze, and Associates, Inc. (PGA) will establish horizontal and vertical control pick up topographic features including ground elevations, significant trees, buildings, drainage, roadway, fencing, property boundaries, wetland flagging, and utilities for the proposed drainage improvements. Pittman, Glaze, and Associates will provide legal descriptions for each of the three (3) proposed pond locations needing to be acquired by the County. Santa Rosa County will provide to the Consultant any existing survey data available within the project area including legal descriptions for the existing pond and drainage easements to the pond.

### **1.2 Geotechnical**

Soil boring analysis will be done at the proposed stormwater pond locations and as needed for the pipe routing. The geotechnical investigation shall determine the soil permeability, seasonal high water elevation, porosity, and horizontal conductivity. The geotechnical services will be provided by our subconsultant Larry M. Jacobs & Associates.

### **1.3 Utilities**

The Consultant shall review existing utilities within the project limits and determine if there are any potential impacts with the modifications to the plans. The Consultant shall coordinate with the utility agencies on any proposed impacts, concerns, or potential construction conflicts.

## **2.0 DESIGN AND CONSTRUCTION PLANS PREPARATION**

The **Consultant** shall review, analyze and refine the proposed stormwater design concept developed by Pegasus Engineering for the grant application. The county will provide the ICPR modeling data used by Pegasus Engineer to the **Consultant** to accommodate this review. The proposed grant concept shall be evaluated based on constructability, right of way impacts, construction cost, and stormwater requirements. The **Consultant** will strive to ensure that the conceptual design will meet the requirements of the Hazard Mitigation Grant Proposal. If the grant requirements are not achievable then the **Consultant** will coordinate with the **County** to determine how to move forward with the design and plans to get as close to the grant requirements as possible.

The **Consultant** will design drainage ditches and appropriate pipe system to route stormwater to the three proposed new pond locations and existing county pond. The stormwater pond design and analysis will include basin delineation and runoff calculations. The **Consultant** will design each of the three stormwater ponds using the geotechnical data provided by Larry Jacobs and Associates. The **Consultant** shall prepare construction plans for the project. The plans shall include a key sheet, general notes, project layout, plan-profile, cross sections, and miscellaneous sheets as required. The construction plans shall be submitted at 60% and Final plans. A cost estimate shall be prepared for each design phase submittal. A review meeting with the **County** shall be held after each submittal to discuss the construction plans and cost estimate. The **Consultant** shall prepare specifications for the project. All submittals to the **County** shall be provided in digital format and include one full size hardcopy.

### 3.0 PERMITTING

Environmental staff will review proposed design in order to determine any environmental concerns or impacts. The **Consultant** staff will coordinate with permitting agencies on the proposed design and prepare environmental permits prior to construction. The **Consultant** shall attend pre-application meeting with the NFWFMD. An Environmental Resource Permit will be prepared and submitted to the NFWFMD. The County will pay all permitting fees.

The **Consultant** will respond to all stormwater permitting comments during the permitting process.

#### Phase II

#### TASK 4 CONSTRUCTION ADMINISTRATION

The **Consultant** staff shall address any questions relating to the construction plans that arise during construction. For the purposes of the man-hour estimate, the **Consultant** has assumed one visit a week by a **Consultant** engineer to ensure that the project is constructed in reasonable conformity with the plans, specifications, and special provisions. It is assumed that the work efforts for this construction project will take approximately four (4) months. The **Consultant** shall observe the construction activities to determine the progress and quality of work. Identify discrepancies and report significant discrepancies to the **County**. The **Consultant** shall assist the **County** with approval of pay applications submitted by the Contractor.

The **Consultant** shall review and approve all shop drawings for conformance with design concepts and information provided in technical specifications. The **Consultant** shall perform a final evaluation upon notice the work is substantially complete as determined by the **County**.

## **5.0 ADDITIONAL SERVICES**

Services authorized by the County other than those specifically listed above shall be considered additional services and The Consultant shall be compensated as described in the Fee Summary. Additional services may include, but are not limited to the following:

1. Making revisions to drawings, specifications, or other documents when such revisions are inconsistent with written approvals or instructions previously given and are due to circumstances beyond the control of the Consultant.
2. Providing services of professional consultants other than as is specifically provided for under this scope of services.
3. Preparing supporting data and other services in connection with agency approvals if extensive studies and/or analysis are required beyond that which is incidental to this scope of services.
4. Any changes or modifications required due to changes in the project directed by the County.
5. Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration, or legal proceeding.
6. Full time construction engineering and inspection services
7. Providing assistance or preparation of additional documentation required for legal transactions, including sale of property or preparation of lease agreements.

## **6.0 CLIENT RESPONSIBILITIES**

1. Designate in writing a person to act as the County representative with respect to the work to be performed under this agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define policies and make decisions.
2. The County shall pay all filing and permit fees, printing costs for approvals, permits, bid proposals, advertising, and construction documents.
3. The County or their contractor shall provide all As-Built surveys necessary for final certification of construction for permitting.

## Fee Summary

Tasks	Totals
<b>Phase I - Services</b>	
1.0 Data Collection	
1.1 Pitman Glaze & Associates	<b>\$27,420.00</b>
1.2 Larry Jacobs & Associates	<b>\$13,440.00</b>
1.3 Utilities - Atkins	<b>\$3,000.00</b>
<b>Subtotal</b>	<b>\$43,860.00</b>
2.0 Design and Construction Plans Preparation	<b>\$61,530.00</b>
3.0 Permitting	<b>\$4,610.00</b>
<b>Phase I Total<sup>1, 2, 3</sup></b>	<b>\$110,000.00</b>
<b>Phase II Services</b>	
4.0 Construction Administration (Lump Sum)	<b>\$20,000.00</b>

<sup>1</sup>Payment shall be made on a lump-sum basis including expenses. Invoices shall be submitted to the **County** monthly and shall reflect amounts due based on percent complete for each task. Additional Services shall be negotiated on a lump sum basis.

<sup>2</sup>Normal expenses include out-of-pocket expenditures such as copying, telephone, travel, and express mail. Reproduction of multiple plans has not been included and, if required, shall be billed separately.

<sup>3</sup>Each task, including expenses, has been estimated and any overage/underage shall be applied to the remaining tasks with a maximum not-to-exceed total fee without **County** authorization.

November 20, 2015

Michael W. Schmidt, P.E.  
Assistant County Engineer  
Santa Rosa County Engineering  
6051 Old Bagdad Highway  
Milton, FL 32583

Re: Maranatha Way / Chipper Lane Drainage Engineering Services  
BDI Project No. 143011.01

Dear Mr. Schmidt:

Baskerville-Donovan, Inc. is pleased to submit this fee proposal for the referenced project. In accordance with the tasks listed in the HMGP document we offer the following schedule of fees:

Surveying	\$ 14,670
Engineering Design and Analysis	\$ 27,820
Plans and Specifications	\$ 38,560
Permitting	\$ 12,760
Reports and Meetings	\$ 9,600
Bidding	\$ 5,980
<b>Total Fee</b>	<b>\$109,390</b>

Thank you for this opportunity. We look forward to working with you on another successful project. Please contact us should you need any additional information.

Sincerely,

**BASKERVILLE-DONOVAN, INC.**



Michael D. Langston, PE  
Project Manager

Cc: File  
Jim Waite

*K:\143 Santa Rosa\14311.01 Maranatha HMGP\Correspondence\Schmidt Proposal ltr 11-20-2015.doc*

**Santa Rosa County  
Maranatha Way / Chipper Lane Drainage Project  
Scope of Services**

**GOALS AND OBJECTIVES**

The intent of this project is to provide professional services to Santa Rosa County for drainage improvements associated with the Maranatha Way / Chipper Lane drainage project. The services will include land surveying, geotechnical investigations, engineering design and analysis, construction plans and specifications, permitting and quarterly report updates.

**WORK SCOPE ELEMENTS**

**Task 1: Land Surveying**

A boundary and topographic survey will be prepared for the identified 3 acre parcel at the corner of Chipper Lane and Nora Avenue. A tree survey will be performed concurrently with the topographic survey. The survey will be submitted to Santa Rosa County for property acquisition. A right-of-way survey will be prepared for Maranatha Way and Chipper Lane along the path illustrated in the drawing provided with the HMGP application. Horizontal and vertical control will be established for design and construction activities. The right-of-way lines will be established along the specified roadways, improvements will be located and topographic data will be obtained. The Utility providers will be notified for locations and the spots will be surveyed when notified by providers that the utilities have been marked.

**Task 2: Engineering Design & Analysis**

The topographic data will be compiled for evaluation of existing drainage conveyance systems. A geotechnical investigation will be performed to establish the seasonal water table, soil permeability and soil characteristics related to construction. Pipe sizing, inlet spacing and stormwater routing (hydrology/hydraulics) will follow utilizing the existing ICPR model data provided by Santa Rosa County.

**Task 3: Construction Plans and Specifications**

Construction plans will be prepared for the drainage improvements design and analysis. Plan and profile sheets will be developed to identify pipe depths and potential conflicts with existing utilities. Utility conflicts will be resolved and drainage details developed. Technical specifications will be compiled utilizing Santa Rosa County standards and guidelines.

#### **Task 4: ERP Stormwater Permitting**

The construction plans will be submitted to Northwest Florida Water Management District (NFWFMD) for permitting. The permit application will be prepared in accordance with the ERP Applicants handbook and submitted to Santa Rosa County for signature. Following signature the ERP package will be submitted to NFWFMD for review. Review comments from NFWFMD will be addressed and resubmitted as required for permit issuance.

#### **Task 5: Reports and Public Meeting**

A cost estimate will be prepared based on the final construction plans. Assistance will be provided for FEMA cost-benefit analysis and updates to quarterly progress reports. A public meeting will be scheduled and attended to inform the affected local residents of the anticipated extent of the project improvements, maintenance of traffic and other public information related to the construction.

#### **Task 6: Bidding Services**

Bidding services will include document assistance for Santa Rosa County, attendance of a pre-bid meeting, address RFIs as they relate to the engineering design, compile bids when received and recommendation of award.



American Consulting Engineers of Florida, LLC

4489 Woodbine Road • Pace, Florida 32571  
Tel 850.994.9757 • Fax 850.994.9684  
american@ace-fla.com • www.ace-fla.com

December 3, 2015

Mr. Michael Schmidt  
Assistant County Engineer  
Santa Rosa County  
6495 Caroline Street, Suite M  
Milton, FL 32570-4592

Subject: Professional Services Proposal -  
Ranquettes Drainage Engineering Services

Dear Mr. Schmidt:

American Consulting Engineers of Florida, LLC (American) is pleased to submit this fee proposal necessary for the permitting and construction of the referenced project. We appreciate the opportunity to work for Santa Rosa County on this important drainage project. Attached, for review and execution, please find the proposed scope of services for the project and corresponding fee estimate. The scope of work will be performed in accordance with the executed Hazard Mitigation Grant Program (HMGP) contract (DEM No. FEMA-4177-DR-FL) between Santa Rosa County and the Division of Emergency Management. All deliverables will be provided no later than October 31, 2016 per the HMGP contract.

The following tasks are anticipated to be performed based upon our understanding of the anticipated scope of work:

#### SCOPE OF WORK

**Task 1 – Surveying:** Perform a location and topographic survey from right of way to right of way, and within any easements within the project limits. This will include establishment of the horizontal and vertical project controls. Existing utilities will be located horizontally given they are marked by the utility companies prior to the survey. All significant features will be located and identified. Other survey tasks are described in the survey proposal provided by Pitman, Glaze & Associates, Inc. and is enclosed.

**Task 2 – Geotechnical Investigation:** Perform geotechnical investigation of the existing pavement, grass & concrete ditch alignments and pond site parameters in association with the proposed drainage improvements. Geotechnical services proposal from Universal Engineering Sciences, Inc. is enclosed.

**Task 3 – Engineering Design Services:** Prepare complete construction plans and bid documents for the above referenced project in accordance with Santa Rosa County standards. This effort will include a Hydrological and Hydraulic analysis of the proposed storm and retention systems which will outfall to the existing wetlands within the project area and Pensacola Bay and will be based on the conceptual design provided by Pegasus Engineering, LLC. Environmental assessments will also be included.

**Task 4 – Property Acquisition Assistance and Coordination:** Provide acquisition assistance to secure the proposed pond site location and required drainage easements for the proposed drainage improvements. This includes coordination with effected property owners.

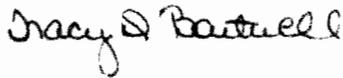
"A Culture of Professional Excellence"

Task 5 – Permitting and Agency Coordination: Prepare ERP application with relevant attachments (i.e. project location map, aerials, affidavit of ownership, pictures, additional technical analysis, etc.). Complete UMAMs, and RAIs as required. Attend any required meetings with the governing permitting agencies.

The amount for the above tasks is shown totaling \$125,000.00. This amount includes allowances for subconsultant services (surveying, geotechnical and permit application fees).

Should you have questions or require additional information, please feel free to contact me at the number provided.

Sincerely,  
**American Consulting Engineers of Florida, LLC**



Tracy D. Boutwell, P.E.  
Principal

cc: File

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WATERSTONE LLC  
PARCEL OF 10-25-25-0000-00100-0000  
ZONING: R1

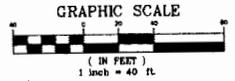
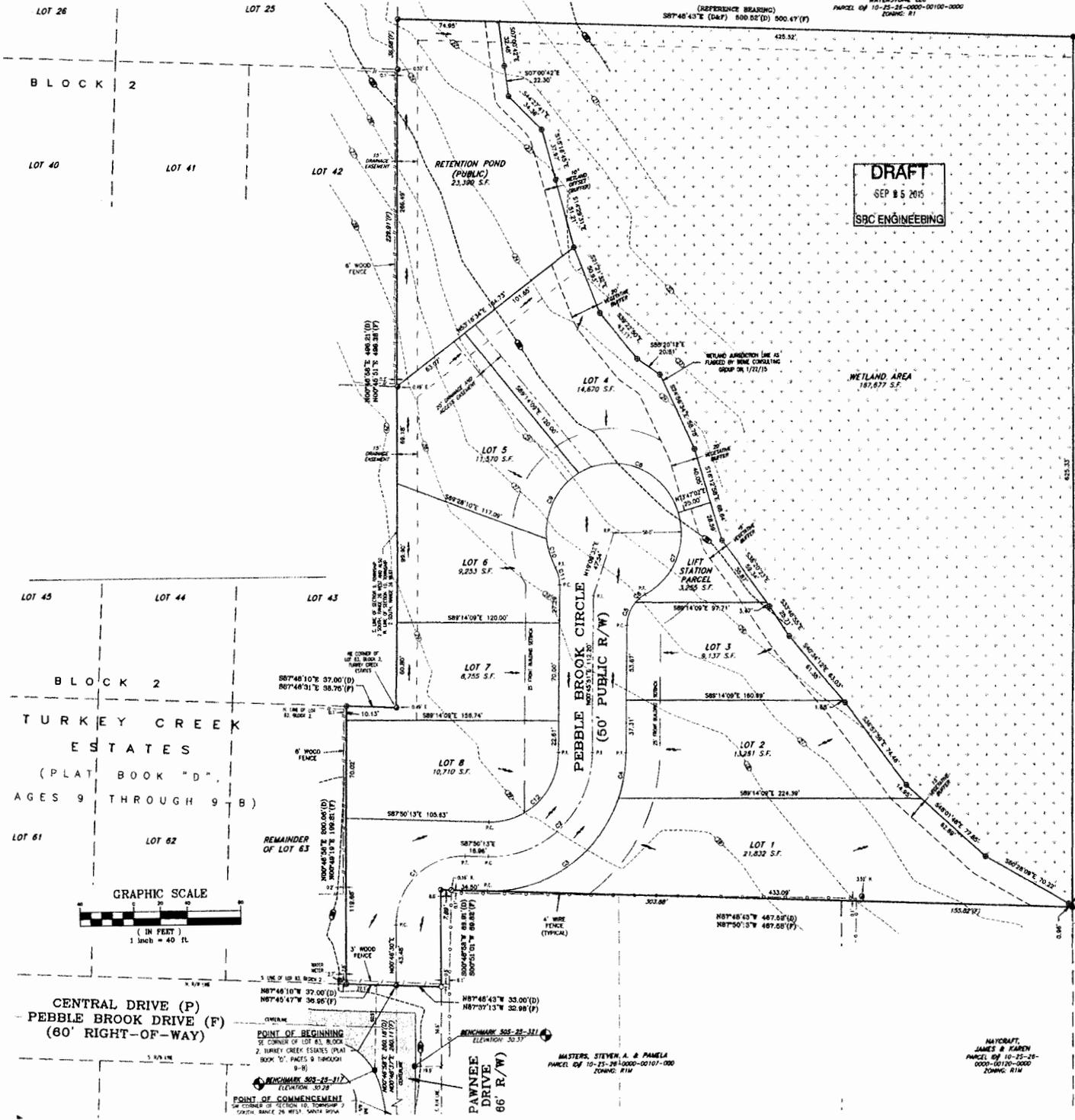
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**DRAFT**  
SEP 8 5 2015  
SBC ENGINEERING



WATERSTONE LLC  
PARCEL OF 10-25-25-0000-00100-0000  
ZONING: R1

# Pebble Brook



CENTRAL DRIVE (P)  
PEBBLE BROOK DRIVE (F)  
(60' RIGHT-OF-WAY)

**POINT OF BEGINNING**  
SE CORNER OF LOT 82, BLOCK 2,  
TURKEY CREEK ESTATES (PLAT  
BOOK "D", PAGES 9 THROUGH  
9-B)

**POINT OF COMMENCEMENT**  
SW CORNER OF SECTION 10, TOWNSHIP 2  
SOUTH, RANGE 26 WEST, SOURCE DRIVE

**MINCHAM 502-25-317**  
ELEVATION: 372.2'

**MINCHAM 502-25-317**  
ELEVATION: 372.3'

MASTERS, STEVEN A. & PAMELA  
PARCEL OF 10-25-25-0000-00100-0000  
ZONING: R1M

NAVIGRAFT,  
JAMES & KAREN  
PARCEL OF 10-25-25-  
0000-00100-0000  
ZONING: R1M



# Public Services Committee

**Chaired by:**

J. Williamson and Lynchard

**Meeting:**

December 7, 2015, 9:00 A.M.

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## AGENDA

### Development Services

1. Discussion of approval of the SHIP mortgage subordination agreement for the property located at 6225 Fox Run St., Milton. Agreement is consistent with Board policy.
2. Discussion of approval of the SHIP mortgage subordination agreement for the property located at 8286 Nevada St., Navarre. Agreement is consistent with Board policy.
3. Discussion of Board acceptance of the 2015 Affordable Housing Incentive Review and Recommendation Report which recommends no change to the existing strategy.
4. Discussion of approval of substantial rehabilitation change order #1 located at 6428 Gaynell St., Milton in the amount of \$7,270.91 and approve the project to exceed the program limit. This will increase the contract amount from \$25,650.00 to \$33,920.91. The total expended amount will be \$35,356.66 which includes all processing fees.
5. Discussion of authorization for staff to prepare amendments to the Land Development Code related to Conditional Use criteria.
6. Discussion of approval of a letter to be drafted to FDOT requesting that the Navarre Community Access Road Feasibility Study be incorporated into the scheduled US 98 Project Development and Environmental (PD&E) Study as a supplemental amendment and completed by the District in lieu of Santa Rosa County completing the study independently.
7. Discussion of approval of a resolution to support designation of US 98 in Santa Rosa County as part of the Strategic Intermodal System (SIS).
8. Discussion of approval for staff to proceed with the abatement bid process for the following properties:
  - 2800 Augustus Rd – Navarre
  - 9114 Deer Ln - Navarre
  - 6112 Dogwood Dr – Milton
  - 2190 Wind Trace Rd N – Navarre
  - 5616 Windrun PI - Pace

## **Emergency Management**

9. Discussion of approval for the Board to take the following actions:
  1. Accept State Homeland Security Grant funding in the amount of \$152,743.00 as part of the Region 1 WebEOC project and authorize execution of all related grant documents.
  2. Approve the purchase of WebEOC software in the amount of \$152,743.00 from ESI Acquisitions, Inc. as a sole source provider and authorize execution of relevant documents.
  3. Approve payment of \$17,906.39 to the Southwood Shared Resource Center (SSRC) for the placement of a virtual server in support of the WebEOC Region 1 project.
  
10. Discussion of Tsunami Plan and requirements of Tsunami Ready County as it relates to sign placement on Navarre Beach.
  
11. Discussion of acceptance of modification to the Emergency Management Preparedness and Assistance (EMPA) base grant in the amount of \$21,450 and authorization for the Chairman to sign all related documentation.
  
12. Discussion of approval of a three month contract extension for third party Quality Assurance (QA) with 911 QA Runner INC. in the amount of \$2,261.76 monthly and authorize Chairman to sign all related documentation.

# Department of Public Services

Santa Rosa County, Florida  
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Office: (850) 981-7040 Fax: (850) 623-1208

Tony Gomillion, Director

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Erin Malbeck, Housing Program Coordinator  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** State Housing Initiatives Partnership (SHIP)  
Second Mortgage Subordination Request  
6225 Fox Run St, Milton, FL 32583  
16-1N-28-0000-01839-0000  
**DATE:** November 17, 2015

## RECOMMENDATION:

Board approval of the request submitted on behalf of homeowner to execute a subordination agreement to be recorded in connection with a refinance of the first mortgage in the approximate amount of \$73,882.00

## BACKGROUND:

SHIP Second Mortgage: \$10,000.00  
Recorded: 12/3/2008  
Purpose: SHIP First Time Homebuyer Assistance

Proposal is to reduce the annual interest rate on the first mortgage from 6.75% to 4.375%

Current monthly principal and interest: \$675.00  
Proposed monthly principal and interest: \$368.89

The refinance and subordination request meets established guidelines and will:  
Reduce the mortgage interest rate  
Reduce the monthly mortgage payment  
Not provide any cash out

**Animal Services**  
Dale Hamilton  
Director

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Code Compliance**  
Rhonda C. Royals  
Building Official

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**Emergency Management**  
Brad Baker  
Director

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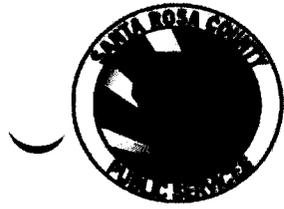
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Zoning & Development**  
Rebecca Cato  
Director

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**Veterans Services**  
Karen Haworth  
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**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Erin Malbeck, Housing Program Coordinator  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** State Housing Initiatives Partnership (SHIP)  
Second Mortgage Subordination Request  
8286 Nevada Street, Navarre, FL 32566  
17-2S-26-2750-03400-0200  
**DATE:** November 23, 2015

## RECOMMENDATION:

Board approval of the request submitted on behalf of homeowner to execute a subordination agreement to be recorded in connection with a refinance of the first mortgage in the approximate amount of \$102,600.00

## BACKGROUND:

SHIP Second Mortgage: \$6,677.00  
Recorded: 7/1/2008  
Purpose: SHIP First Time Homebuyer Assistance

Proposal is to reduce the annual interest rate on the first mortgage from 6.00% to 4.75%

Current monthly principal and interest: \$676.39  
Proposed monthly principal and interest: \$535.22

The refinance and subordination request meets established guidelines and will:  
Reduce the mortgage interest rate  
Reduce the monthly mortgage payment  
Not provide any cash out

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Dale Hamilton  
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Tony Gomillion, Director

## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** Erin Malbeck, Housing Program Coordinator

**THROUGH:** Tony Gomillion, Public Services Director

**SUBJECT:** SHIP Affordable Housing Advisory Committee (AHAC)  
2015 Affordable Housing Incentive Review and Recommendation Report

**DATE:** November 17, 2015

## RECOMMENDATION:

That the Board accept the 2015 Affordable Housing Incentive Review and Recommendation Report of the AHAC recommending no change to the county's existing affordable housing incentive strategies.

## BACKGROUND:

The AHAC met on October 13, 2015 to review the county's affordable housing incentives along with state-recommended strategies and determined that the current strategies have been implemented and are effective. The committee recommends no change to current incentives as noted in the enclosed Incentive Strategy Report.

The State Housing Initiates Partnership (SHIP) Act (420.907 F.S.) requires the AHAC to conduct a triennial review of affordable housing incentives. Affordable housing incentives adopted by the BOCC must be included in the updated Local Housing Assistance Plan to be submitted to Florida Housing Finance Corporation by March 2, 2016.

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**COUNTY OF SANTA ROSA  
Affordable Housing Advisory Committee  
2015 Incentive Review and Recommendation Report**

**I. Background Information:**

Affordable Housing Advisory Committee (AHAC) Members

Jerry Burden, chairman (Banking Representative)  
Chrys Holley, vice-chair (Advocate for Low-income Individuals/Families) ABSENT  
Cindy Cotton (Real Estate)  
Mike Majors (Labor Engaged in Home Building) ABSENT  
Michelle Parker (Essential Services Personnel)  
Michele Tucker (County At-Large)  
Jim Waite (Citizen Actively Serving the Local Planning Agency) ABSENT  
Clinton Moomey (For-profit Affordable Housing Provider)  
Shane Nation (Non-Profit Housing Provider)  
Anna Weaver (Citizen Representing Employers) ABSENT  
VACANT (Residential Building)

Incentive Strategy Meeting Date

October 13, 2015

Committee Review of Incentive Strategies  
Report/Recommendation Approval  
Public Hearing

Scope of Review

- Requirement Summary of Triennial Report 420.9076(4) F.S.  
Triennially, the advisory committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, each advisory committee shall submit a report to the local governing body that includes recommendations on, and triennially thereafter evaluates the implementation of, affordable housing incentives.
- State-recommended Incentive Strategies Reviewed:
  - A. The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is expedited to a greater degree than other projects.
  - B. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
  - C. The allowance of flexibility in densities for affordable housing.

- D. The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
  - E. The allowance of affordable accessory residential units in residential zoning districts.
  - F. The reduction of parking and setback requirements for affordable housing.
  - G. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
  - H. The modification of street requirements for affordable housing.
  - I. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
  - J. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
  - K. The support of development near transportation hubs and major employment centers and mixed-use developments.
- Other: The advisory committee recommendations may also include other affordable housing incentives identified by the advisory committee.

- Review of implementation of previously recommended strategies.

**A. Incentive Strategy:** The processing of approvals of development orders or permits as defined in s. 163.3164(7) and (8) for affordable housing projects is expedited to a greater degree than other projects.

Established policy and procedures: On, June 11, 1998, Santa Rosa County adopted Resolution 98-17 adopting an expedited processing procedure.

Affordable housing permit applications will be given priority in the event the permit approval time should reach a level in excess of seven (7) days.

**B. Incentive Strategy:** The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.

The county currently has a moratorium on transportation impact fees. However, in the event the moratorium is lifted, the county has an installment method which permits payment over a period of seven years with 1/7<sup>th</sup> paid upon approval and 1/7<sup>th</sup> paid annually for six years.

**C. Incentive Strategy:** The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.

Resolution 98-17, Section 1 (b) establishes the requirement for the review of local policies, procedures, ordinances, regulations and plan provisions that significantly impact the cost of housing, prior to their adoption with an emphasis on limiting the cost impact upon housing affordability. The County Planning office will have the responsibility of performing the review procedure.

**D. Incentive Strategy:** The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

An inventory of locally owned public lands suitable for affordable housing will be maintained by the County. The GIS Department has developed a program to identify such properties. A listing may be obtained upon request.

## **II. Incentive Review and Recommendations:**

The Affordable Housing Advisory Committee discussed each incentive strategy as required under the state regulations.

The Committee's recommendation is to retain the current strategies for the next triennial period July 1, 2016 through June 30, 2019. The Triennial period runs simultaneous with the Local Housing Assistance Plan (LHAP).

The committee members agreed that the current strategies have been implemented and are effective and therefore, made no additional recommendations.



# Department of Public Services

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**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Erin Malbeck, Housing Program Coordinator  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** SHIP Substantial Rehabilitation  
Address: 6428 Gaynell Street, Milton, FL 32570  
Contract Change Order Request #1  
**DATE:** November 18, 2015

### RECOMMENDATION:

That the Board approve Change Order #1 for the above referenced project in the amount of \$7,270.91 and approve the project to exceed the program limit. This will increase the contract amount from \$26,650.00 to \$33,920.91. The total expended amount will be \$35,356.66 which includes all processing fees.

### BACKGROUND:

This project was initially processed under Emergency Repair for roof replacement, HVAC replacement, and installation of new exterior doors. The roof had been leaking for several years and the homeowner has added tarps where needed. Only one bid was received which far exceeded the Emergency Repair program maximum of \$10,000; therefore, the project was moved to Substantial Rehabilitation which has a program limit of \$35,000.

Although the home inspector noted that the den and bedroom areas had several ceiling stains, those were considered cosmetic issues; therefore, ceiling repair was not included in the original scope of work. During the time frame between the initial application, bidding under Emergency Repair, and then bidding under Substantial Rehabilitation, our area received considerable rainfall, adding to the damage and turning a cosmetic issue into a safety issue.

Attached you will find the contractor proposal for scope of work and several pictures showing the work area. These have been reviewed by housing staff and county building inspections and the bid amount is considered appropriate for the scope of work.

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Dale Hamilton  
Director

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Director

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

Kyser Siding & Construction, Inc.

License #RR0066723

1708 Hermosa Circle, Milton, FL 32583

850-623-9639

CHANGE ORDER BREAKDOWN

SUMMARY

Due to water intrusion on the rear of home over a period of several years (den & bedroom area), the ceiling has deteriorated and rotted to the point of falling in. The existing material is plywood and soft to the touch. Not only is it deteriorating, signs of mold and mildew are present, presenting a health hazard. It is recommended that the ceiling in the den area be replaced, this area is 12 X 30. The back bedroom, 12 X 19, has several areas that has started leaking over the past few hard rains, recommendation is to kiltz and paint. An area approximately 4 X 8 on the rear wall has apparently been leaking behind the wall and is soft to the touch, recommendation is to replace this 4 X 8 section and paint.

MATERIALS

15 Sheets of 1/2" sanded plywood (\$26.00 @ lowe's)	\$390.00
185' Lattice mold for seams (\$6.32 for 8' piece @ lowe's)	\$177.00
30- 2x6x14 YP ceiling joist repair (\$8.15 per joist @ lowe's)	\$210.00
128' molding for outside edges (\$6.99 8' piece @ lowe's)	\$112.00
5 gallons primer and paint (\$35 a gallon)	\$175.00
Nails, screws, and miscellaneous supplies	\$150.00
R-19 Insulation	\$1,200.00
Tax	\$156.91
<b>TOTAL COST FOR MATERIALS</b>	<b>\$2,570.91</b>

LABOR

Demo & Dump Fee \$1,000.00

Installation of plywood & molding \$2,500.00

Prime & Paint \$450.00

Profit & Overhead \$750.00

TOTAL COST FOR LABOR \$4,700.00

TOTAL COST OF CHANGE ORDER: \$7,270.91



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**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Beckie Cato  
**DATE:** November 24, 2015  
**RE:** Land Development Code Amendments Related to Conditional Use Criteria

## RECOMMENDATION:

That the board authorize staff to prepare amendments to the Land Development Code related to Conditional Use criteria.

## BACKGROUND:

The land development code contains both general and specific criteria for considering Conditional Use (CU) requests. In some cases, there are discrepancies between the CUs listed for each zoning district and the specific criteria for those uses and for some CUs no specific criteria are available at all. In addition, CU amendments are needed to ensure compliance with State Statute regarding group homes and residential facilities.

## Next Steps

If approved by the Board, staff will draft the appropriate amendments for consideration by the Zoning Board and BOCC at advertised public hearings during the next six months.

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Director

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**Tony Gomillion, Director**



## **MEMORANDUM**

**TO:** Board of County Commissioners  
**FROM:** Shawn Ward, Transportation Planner  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** Navarre Community Access Road Feasibility Study  
**DATE:** November 30, 2015

## **RECOMMENDATION**

That the Board approve the attached letter to the Florida Department of Transportation requesting that the Navarre Community Access Road Feasibility Study be incorporated into the scheduled US 98 Project Development and Environmental (PD&E) Study as a supplemental amendment and completed by the District in lieu of Santa Rosa County completing the study independently.

## **BACKGROUND**

On May 14, 2014, the Board submitted a Transportation Regional Incentive Program (TRIP) grant application to the Florida Department of Transportation (FDOT) in support of a Phase I Feasibility Study for the conceptual Navarre Community Access Road. FDOT allocated \$500,000 for the study in the Tentative FY 2017-2021 FDOT Work Program. The study will require a local 50% match of \$250,000.

The FDOT FY 2016-2020 Work Program announced a Project Development and Environment (PD&E) Study, funded in FY 2016, for the widening of SR 30 (US 98) Gulf Breeze Pkwy from Portside Drive to Okaloosa County Line. Santa Rosa County would like the Navarre Community Access Road Feasibility Study to be completed by the District in coordination with the above referenced US 98 PD&E Study. Typically, the first year of a PD&E study involves public workshops and collecting information. That same data collection could be available for use in the Navarre Community Access Road Feasibility Study. Further, it is anticipated that both studies will be ongoing approximately the same time.

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The general objective of this study is to provide documented information necessary to reach a decision on the feasibility, location, and design concepts of the proposed Navarre Community Access Road. The factors to be considered include: traffic and regional mobility issues; social, economic, and environmental issues and feasibility; and engineering feasibility. The results of the study will be documented in a draft and final Corridor Feasibility Study Report. Based on information contained in the Corridor Feasibility Report, the study team will identify a "most probable" corridor. The study will also provide for the development of a concept master plan for a feasible alignment located within the "most probable" corridor. The objective of this concept master plan will be to provide better and more detailed information about environmental, engineering, and project cost issues for use in the subsequent PD&E study phases of the project's development.

There has been a need to create an East-West connector to get traffic off of US 98 for many years. The City of Destin has a similar cross town connector. The project limits would be from Edgewood Drive on the western end to Whispering Pines Boulevard on the eastern end. The proposed corridor would connect collector roads, improve them with paved shoulders, sidewalks, and medians, so that pedestrians are removed from the traffic. A well designed collector road with sidewalks and paved shoulders/bike lanes could give residents another mobility option and improve safety.

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# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



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

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

December 10, 2015

Mr. James Barfield, P.E.  
FDOT District 3 Secretary  
Highway 90 East  
Chipley, FL 32428

RE: Navarre Community Access Road Feasibility Study

Dear Mr. Barfield:

Santa Rosa County would like to formally request that the Department consider a supplemental amendment to the existing US 98 Project Development Environmental (PD&E) study to include the proposed Navarre Community Access Road Feasibility Study. The US 98 PD&E Study (220426-2) is scheduled to begin in fiscal year 2016 and is anticipated to take approximately three years to complete. The PD&E (220426-2) Scope was to have been completed in early October. Selection of the PD&E (220426-2) consultant is scheduled for mid-December 2015. Typically, the first year of a PD&E study involves public workshops and collecting information. That same data collection could be available for use in the Navarre Community Access Road Feasibility Study. Further, it is anticipated that both studies will be ongoing approximately the same time.

In 2014, Santa Rosa County submitted a Transportation Regional Incentive Program (TRIP) Application for the Navarre Community Access Road Feasibility Study through the Northwest Florida Regional Transportation Planning Organization. Transportation Regional Incentive Program (TRIP) funds will be used to conduct a Corridor Feasibility Study to connect existing local roads creating an alternate east-west route north of US 98 (SR 30) in Navarre. The boundary limits are Edgewood Drive on the eastern end to Whispering Pines Blvd on the western end. The total length is 7.6 miles. The county recognizes that US 98 east of SR 87 to the Okaloosa County line is of greater traffic demand at 41,000 ADT compared to 35,000 ADT west of SR 87; therefore, an alternative east-west route in this location is at upmost importance.

The project will serve as an alternate route to US 98, a major east-west arterial route between Okaloosa County and the southern peninsula area of Santa Rosa County. An alternative east-west collector road, north of US 98, consisting of improving existing neighborhood streets and making connections, could take traffic off of US 98, allowing residents to access services, schools, commercial centers, and community centers without traveling on US 98. US 98 in Navarre is located near several large military facilities: Naval Air Station Pensacola to the west and Hurlburt Field and Eglin Air Force Base to the east.

The Florida- Alabama TPO 2040 Long Range Transportation Plan (LRTP) shows a need to widen US 98 along the peninsula to six lanes. In November 2015, the Florida- Alabama TPO adopted a letter of support designating US 98 along the Florida Panhandle as a Strategic Intermodal System (SIS) facility.

In 2011, the Northwest Florida Regional Transportation Organization added the Navarre Community Access Road on to the Regional Network Map as a conceptual roadway. An East-West Collector Road created by connecting and improving existing roads could be a feasible option.

In December 2015, the Santa Rosa County BOCC adopted a letter of support for FDOT designating US 98 along the Florida Panhandle as a Strategic Intermodal System (SIS) facility. Navarre's Community Access road is consistent with the SIS because it connects to the SIS facility (SR 87) and runs parallel to US 98, a Strategic Highway Network (STRAHNET) facility in Santa Rosa County. Navarre's Community Access road will serve US 98. US 98 serves as a regional function for moving goods, services, people and is especially important to support military and tourist industries. The Navarre Community Access road as an east-west corridor will decrease congestion and improve travel speeds on U.S. 98 via the net reduction of local trips. This link helps make a more effective component of an integrated transportation system intended to relieve traffic congestion on U.S. Highway 98. The multi-modal improvements will also result in improved roadway safety for pedestrians and bicyclists.

The County appreciates all the coordination and effort offered from the Department, and we look forward to the Department's response.

Very Respectfully,

Lane Lynchard, Chairman

Cc: Shawn Ward, Transportation Planner  
Bryant Paulk, Florida Department of Transportation  
Christy Johnson, Florida Department of Transportation



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**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Shawn Ward, Transportation Planner  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** US 98 Strategic Intermodal System Resolution  
**DATE:** November 30, 2015

## RECOMMENDATION

That the Board approve a resolution to support designation of US 98 in Santa Rosa County as part of the Strategic Intermodal System (SIS).

## BACKGROUND

In 2003, Florida's governor and legislature created Florida's Strategic Intermodal System (SIS), a high-priority network of transportation facilities critical to Florida's economic competitiveness and quality of life.

The SIS comprises the state's largest and most strategic transportation facilities, including major highway, air, space, water, and rail facilities. The SIS facilities are the primary means for moving people and freight between Florida's diverse regions, as well as between Florida and other states and nations. The SIS is the highest statewide priority for transportation capacity improvements.

The Florida Department of Transportation (FDOT) is analyzing the opportunity to add the US 98 corridor, throughout District Three, to the SIS. The designation as an inter-regional facility connecting regions of economic opportunity allows the corridor to be considered for inclusion on this important network. Approximately 65-75% of FDOT's capacity funding is allocated to SIS facilities; therefore, future capacity projects along US 98 would be eligible for this funding source.

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Milton, FL 32583  
(850) 981-7000

**Emergency Management**  
Brad Baker  
Director

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

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

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Karen Haworth  
Director

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(850) 981-7155

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

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

**A RESOLUTION BY SANTA ROSA COUNTY, FLORIDA, TO SUPPORT DESIGNATION OF US 98 IN SANTA ROSA COUNTY AS PART OF THE STRATEGIC INTERMODAL SYSTEM (SIS).**

**WHEREAS, In 2003, Florida's governor and legislature created Florida's Strategic Intermodal System (SIS); a high-priority network of transportation facilities critical to Florida's economic competitiveness and quality of life; and**

**WHEREAS, The SIS comprises the state's largest and most strategic transportation facilities, including major highway, air, space, water, and rail facilities. The SIS facilities are the primary means for moving people and freight between Florida's diverse regions, as well as between Florida and other states and nations. The SIS is the highest statewide priority for transportation capacity improvements; and**

**WHEREAS, Santa Rosa County is a member of the Florida - Alabama Transportation Planning Organization (TPO) as established in Section 339.175, Florida Statutes; and**

**WHEREAS, Santa Rosa County understands that the Florida Department of Transportation (FDOT) is analyzing the opportunity to add the US 98 corridor, throughout District Three, to the SIS; and**

**WHEREAS, Santa Rosa County has identified US 98 as a major corridor within the region that supports the economic vitality, emergency operations and mobility of our residents and visitors alike; and**

**WHEREAS, Santa Rosa County would like to express its support for the Strategic Intermodal System (SIS) Designation of US 98. This designation will support our goals and visions for the region and the benefits will greatly enhance the quality of life for our residents; and**

**WHEREAS, US98 (SR30) is the only east/west principal arterial and coastal highway south of Interstate 10, which provides for freight mobility connections to the Pensacola, Fort Walton Beach and Panama City Urbanized Areas and is crucial to military mobility, economic well being and primary evacuation needs of the Gulf Coast Region; and**

**NOW, THEREFORE BE IT RESOLVED BY SANTA ROSA COUNTY THAT WE SUPPORT THE DESIGNATION OF US 98 IN SANTA ROSA COUNTY AS PART OF THE STRATEGIC INTERMODAL SYSTEM (SIS).**

PASSED AND ADOPTED by the Santa Rosa Board of County Commissioners on a vote of \_\_\_ yeas, \_\_\_ nays, and \_\_\_ absent, in regular session, this 7<sup>th</sup> day of December 2015.

BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA

By: \_\_\_\_\_  
Lane Lynchard, Chairman

ATTEST:

\_\_\_\_\_(seal)  
Donald C. Spencer, Clerk of Court

# Department of Public Services

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

**Tony Gomillion, Director**



## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** Randy Jones, Code Compliance Supervisor

**THROUGH:** Tony Gomillion, Public Services Director

**DATE:** November 30, 2015

**SUBJECT:** Request Approval to Proceed with the Abatement/Bid Process for Five (5) Properties

## RECOMMENDATION

The Board directs Compliance Division staff to proceed with the Abatement/Bid Process for the following abandoned/derelict properties:

**2800 Augustus Rd – Navarre**  
**9114 Deer Ln - Navarre**  
**6112 Dogwood Dr – Milton**

**2190 Wind Trace Rd N - Navarre**  
**5616 Windrun Pl - Pace**

## BACKGROUND

All of the above listed properties have had multiple letters sent including the required Notification of Declaration of Nuisance with information suggesting they could appeal to the county commissioners if they disagreed with the building official's determination. More case specific information is listed below.

**Animal Services**  
Dale Hamilton  
Director

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Milton, FL 32583  
(850) 983-4680

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

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- **Augustus Rd** – Received complaint of abandoned, hurricane damaged structure in Mar 2015. Staff has been unsuccessful in owner contact. There is also an active Code Enforcement case for derelict vehicles and junk in yard.



- **Deer Ln** – Complaint of abandoned, derelict mobile home in July of 2013. Owner did move forward with clean up, in 2014, leaving frame of mobile home to build on in near future. To date, no action toward building has been taken. Owner is aware of pending action.



- **Dogwood Dr** – Derelict house complaint, with roof & walls caving in, was received in April 2015. Staff has been unsuccessful in contacting owner. There has been no attempt at clean up.



- **Wind Trace Rd N** – Derelict house complaint was received in June 2013. Owners are aware of the pending action and have been making very slow to no progress toward demoing. 2012-current property taxes are due.



- **Windrun PI** – Complaint of derelict mobile home was received in February 2015. Owners are aware of the pending action. There has been no activity toward site improvements. 2013-current property taxes are due.

### **NEXT STEPS**

If authorized, staff will carry out their requirement to post on properties and mail the 'Intent for Demolition and Removal of Unsafe Buildings'. If no action is taken and after allowing significant response time, bid specifications will be prepared and forwarded to the Procurement Department.

### **ABATEMENT HISTORY**

There are currently four (4) properties pending demo bids; there are four (4) pending contracts for demolition totaling \$17,730.00.

As of November 16, 2015 and since 2006, Santa Rosa County has contracted to demolish 70 properties at a total cost of \$204,284.00. Inclusive in this figure is the following:

**2010** 11 properties at a total cost of \$14,522.

**2011** 5 properties at a total cost of \$14,000.

**2012** 5 properties at a total cost of \$10,978.

**2013** 13 properties at a total cost of \$31,275.

**2014** 2 properties at a total cost of \$4,790.

**2015** 5 properties at a total cost of \$17,205.

\*From 2010 through 2014 Santa Rosa County recovered \$37,828 from eight (8) liens.

---

\* Information as received from SRC Attorney's office – current as of December 2014.

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# Department of Public Services

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Tony Gomillion, Director

## Memorandum

**To:** Santa Rosa County Board of County Commissioners  
**From:** Brad Baker, Director, Emergency Management  
**Through:** Tony Gomillion, Director, Public Services  
**Re:** SHSGP Agreement – FY2015  
**Date:** December 10, 2015

## RECOMMENDATION

Recommend that the Board of County Commissioners take the following actions:

- 1) Accept State Homeland Security Grant funding in the amount of \$152,743.00 as part of the Region 1 WebEOC project and authorize execution of all related grant documents.
- 2) Approve the purchase of WebEOC software in the amount of \$152,743.00 from ESI Acquisitions, Inc. as a sole source provider and authorize execution of relevant documents.
- 3) Approve payment of \$17,906.39 to the Southwood Shared Resource Center (SSRC) for the placement of a virtual server in support of the WebEOC Region 1 project.

## BACKGROUND

The Florida Division of Emergency Management (FDEM) has been leading the initiative for the last few years to have all County Emergency Management Departments adopt a common emergency support and reporting software. The trend in this direction as well as the enhancements in reporting efficiency to FDEM led Santa Rosa County Emergency Management to see this as a logical and best available alternative at this time. Santa Rosa County as a member of FDEM Region 1 was asked to consider being the host county for the regional efforts therefore the grant funding for this project was directed to Santa Rosa County.

WebEOC® is an incident management tool that will be implemented to support areas of Region 1 in the event of any type of disaster. Modules will be specialized and designed specifically for emergency management in an operations center environment. It allows for many functions and provides for team administration, activation, deployment and tracking throughout the region. Participants will have the capability to communicate and

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share data among other system users within the region and the state. Sole source acquisition of the WebEOC® software meets the requirements of the Federal Acquisition Regulations (FAR) justified under Subpart 6.3.

In discussions with Santa Rosa County IT Department we determined that it is necessary to take precautions in order to safeguard information generated by the entire region. Protection for Tier 3 software is critical due to the fact that applications on network-connected computers or those that deal with sensitive or protected data must be actively supported. Tier 3 information technology located within the SSRC is one of the few throughout the country. A redundant server will be located at Santa Rosa County. Future maintenance costs will be covered by all counties from DEM grant funding.

### **COMPLETION**

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

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

September 30, 2015

Santa Rosa County  
4499 Pine Forest Rd  
Milton, FL 32583

**RE: Response to Sole Source Inquiry; WebEOC Professional Software Suite**

To Whom It May Concern:

ESi Acquisition, Inc. (“ESi”) is the sole developer and licensor of the WebEOC-branded software. Since its initial development and release in 1999, ESi has maintained control over the source code, the WebEOC trademark and all other proprietary rights embodied in the WebEOC Professional software and its companion products:

- WebEOC® *Air*
- WebEOC® *Team Manager*
- WebEOC® *Passenger Data*
- WebEOC® *Mapper Professional*
- WebEOC® *for Hospitals*
- WebEOC® *Fusion*
- WebEOC® *Town Square*
- WebEOC® *Core*
- *WebEOC Resource Request and Deployment Module*

As the only entity with access to the WebEOC source code, ESi is the only entity which may accurately diagnosis software errors and defects, issue corrections and fully integrated enhancements, and warrant performance of the software.

Sole source acquisition of the WebEOC software products and services may be justified under Subpart 6.3 of the Federal Acquisition Regulations (“FAR”). In the case of software products and software maintenance, the FAR allow sole source acquisition of unique items which are available from one or a limited number of sources or for proprietary items where only limited data rights are provided under license. The WebEOC software meets these requirements.

State and local government organizations are encouraged to ask their procurement officer if local laws include similar sole source provisions, or if the federal justifications may be used to support sole source procurement.

Intermedix | 6451 N. Federal Highway Suite 1000, Fort Lauderdale, FL 33308 | Phone: 954.308.8700 | Fax: 954.308.8725

ESi Acquisition, Inc. | 823 Broad Street, Augusta, GA 30901 | Phone: 706.823.0911 | Fax: 706.826.9911

ESi also provides a wide range of professional services. These services are specialized in nature and focused on configuration and technical support for the proprietary software technology. These services frequently require access to ESi proprietary information and are not available through or resold by any third parties. The WebEOC Hosting Services, WebEOC Professional subscription services, and WebEOC Core subscription software services and supporting Emergency Management and Municipal Operations Modules also are available exclusively from ESi.

On behalf of ESi, we look forward to the opportunity to work with you. If you have any questions, or require additional information, please do not hesitate to contact me at (706) 823-0911.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Heinen', written in a cursive style.

John Heinen  
Senior Vice President



ESi Acquisition, Inc. | an Intermedix Company

Intermedix Contact:  
 Mark Demski  
 Phone: 813-951-1946  
 Email: mark.demski@intermedix.com

<b>Quote Number: 00002810</b>		<b>Quote Date: 4/08/2015</b>	
<b>3 Year Contract Term</b>		<b>Quote Expires: 6/07/2015</b>	
<b>Quote for WebEOC Pro</b>			
<b>Quote To</b>	Santa Rosa County, FL 4499 Pine Forest Rd Milton, FL 32583	<b>Ship To</b>	Santa Rosa County, FL 4499 Pine Forest Rd Milton, FL 32583
<b>Contact</b>	Brad Baker (850) 983-4610 bradb@santarosa.fl.gov		

Thank you for your support of Intermedix products and services. If you are ready to proceed with a purchase order, please send to your Intermedix contact listed above. We look forward to working with you and your staff!

Quotes issued in US Dollars. Items not manufactured by Intermedix are subject to change. Substitutes will be provided for customer consideration and approval.

**PROPOSAL**

<b>Software and Services</b>						
<b>Product Code</b>	<b>Item Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext. Price Year 1</b>	<b>Ext. Price Year 2</b>	<b>Ext. Price Year 3</b>
SW-WebEOC-P	WebEOC® Professional - v7 (perpetual, unlimited) Includes Year 1 Support	1	\$61,875.00	\$61,875.00		
SW-CIMS7-MPRS-TXI	WebEOC® Mapper Professional w/YR1 Support Assumes ArcGIS Server 10.0 or higher on a separate, customer provided GIS server with access to mapping data	1	\$24,668.00	\$24,668.00		
SW-CIMS7-PR2S	WebEOC® Professional Redundant Server Software w/YR1 Support	1	\$6,160.00	\$6,160.00		
SW-DTSTD-1ST	Double-Take® Standard Edition w/YR1 maintenance	2	\$3,300.00	\$6,600.00		
TS-SIMD	Solution Implementation Manager (SIM), daily rate WebEOC Administrator Training and Process Discovery - 2 people onsite for 3 days	6	\$2,000.00	\$12,000.00		



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 Mark Demski  
 Phone: 813-951-1946  
 Email: mark.demski@intermedix.com

Software and Services						
Product Code	Item Description	Qty	Unit Price	Ext. Price Year 1	Ext. Price Year 2	Ext. Price Year 3
TE-TVLEX-ES	Travel and Per Diem WebEOC Administrator Training and Process Discovery - 2 people onsite for 3 days	1	\$5,912.0 0	\$5,912.00		
TS-SIMD	Solution Implementation Manager (SIM), daily rate WebEOC Configuration	7	\$2,000.0 0	\$14,000.0 0		
TS-SIMD	Solution Implementation Manager (SIM), daily rate Process Validation and User Training- 1 person onsite, 3 days	3	\$2,000.0 0	\$6,000.00		
TE-TVLEX-ES	Travel and Per Diem Process Validation and User Training- 1 person onsite, 3 days	1	\$3,091.0 0	\$3,091.00		
TS-INST-MPR-TXI	WebEOC® Mapper Professional Configuration Assumption Only	2	\$2,000.0 0	\$4,000.00		
TE-TVLEX-ES	Travel and Per Diem	1	\$3,437.0 0	\$3,437.00		
TS-PMH	Project Management, hourly rate	20	\$250.00	\$5,000.00		
<b>Sub-Totals</b>				<b>\$152,743. 00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Optional Items						
Product Code	Item Description	Qty	Unit Price	Ext. Price	Ext. Price Year 2	Ext. Price Year 3
SS-CIMS7-ADL	WebEOC® Redundant Server Software Support	1.00 0		\$880.00	\$906.40	\$933.59
SS-DTSTD-YR	Double-Take® Standard additional year maintenance	2.00 0		\$1,472.10	\$1,516.26	\$1,561.75
SS-CIMS7-MPR-TXI	WebEOC® Mapper Professional Software Support	1.00		\$4,290.00	\$4,418.70	\$4,551.26

Quote # 00002810 for Santa Rosa County, FL

p. 2 of 3

Intermedix | 6451 N. Federal Highway Suite 1000, Fort Lauderdale, FL 33308 | Phone: 954.308.8700 | Fax: 954.308.8725  
 ESi Acquisition, Inc. | 823 Broad Street, Augusta, GA 30901 | Phone: 706.823.0911 | Fax: 706.826.9911

# intermedix

ESi Acquisition, Inc. | an Intermedix Company

Intermedix Contact:  
 Mark Demski  
 Phone: 813-951-1946  
 Email: mark.demski@intermedix.com

Optional Items						
Product Code	Item Description	Qty	Unit Price	Ext. Price	Ext. Price Year 2	Ext. Price Year 3
		0				
SS-WEBEOC-EX	WebEOC® Software Maintenance and Support	1.00 0		\$9,900.00	\$10,197.0 0	\$10,502.9 1
<b>Sub-Totals</b>				<b>\$16,542.1 0</b>	<b>\$17,038.3 6</b>	<b>\$17,549.5 1</b>

TOTALS	
<b>Total, Year 1</b>	<b>\$152,743.00</b>
<b>Total, Year 2</b>	<b>\$0.00</b>
<b>Total, Year 3</b>	<b>\$0.00</b>
<b>CONTRACT GRAND TOTAL</b>	<b>\$152,743.00</b>
<b>Optional Items</b>	<b>\$16,542.10</b>



Southwood Shared Resource Center  
 2585 Shumard Oaks Blvd.  
 Tallahassee, FL 32399-0950

**Estimate Document**

Customer Name: Brandon Knuth  
 Agency ID: SARO  
 Customer Project Name: SARO SQL 2014 server

Date: 5/4/2015  
 Prepared by: Lin Yue  
 Phone Number:  
 Fax Number: na  
 E-Mail:

Contact Name: Brandon Knuth  
 Contact Number:  
 Contact Email:

<b>For SSRC Use Only</b>
Service Start Date:
Approved By:
Date:

**Service Level Agreement Information**

Agreement Title: Windows Managed Server, Storage, Backup, SQL DB services

This Estimate Document is placed in accordance with the agreement specified above ('Agreement Title').

Customer - Account	Description	FY Quantity	FY Costs	Monthly Cost
	Windows Application			
	<i>Transitional Services Professional Services</i>	0	\$ -	
	<i>Hosted Messaging (Short Term)</i>	0	\$ -	\$ -
	<i>Citrix</i>	0	\$ -	\$ -
	<i>EV Cloud</i>	0	\$ -	\$ -
	<i>SSRC E-Mail</i>	0	\$ -	\$ -
	<i>Win App Pass-thru Costs (non-recurring)</i>		\$ -	
	<i>Win App Pass-thru Costs (recurring)</i>		\$ -	
	<b>Total</b>		\$ -	\$ -
	SSRC Co-Lo Services			
	<i>SRC Floor Tiles</i>	0	\$ -	\$ -
	<i>Data Lines</i>	0	\$ -	\$ -
	<i>Additional Electrical Circuits</i>	0	\$ -	\$ -
	<i>SRC Rack Mounts</i>	0	\$ -	\$ -
	<i>Offsite Tape Administration</i>	0	\$ -	\$ -
	<i>SRC Tape Vault</i>	0	\$ -	\$ -
	<i>Scheduling Services</i>	0	\$ -	\$ -
	<b>Total</b>		\$ -	\$ -
	SSRC Open Systems Platform			
	<i>UNIX Managed Server - Standard</i>	0	\$ -	\$ -
	<i>UNIX Managed Server - Premium</i>	0	\$ -	\$ -
	<i>UNIX Capacity Unit</i>	0	\$ -	\$ -
	<i>Oracle Managed Database</i>	0	\$ -	\$ -
	<i>Managed SQL Instance</i>	12	\$ 2,207.63	\$ 183.97
	<i>Open Systems Net Based Services</i>	0	\$ -	\$ -
	<i>EDI Translation</i>	0	\$ -	\$ -
	<i>Open &amp; DB Pass Thru Software (non-recurring)</i>		\$ 7,780.31	
	<i>Open &amp; DB Pass Thru Software (recurring)</i>		\$ -	
	<i>DR Pass Thru Costs (non-recurring)</i>		\$ -	
	<i>DR Pass Thru Costs (recurring)</i>		\$ -	
	<i>Open Systems Professional Services</i>	0	\$ -	
	<b>Total</b>		\$ 9,987.94	\$ 832.33
	SSRC Storage Platform			
	<i>Storage - Unmirrored RAID</i>	131400	\$ 1,064.61	\$ 88.72
	<i>Storage - Mirrored</i>	0	\$ -	\$ -
	<i>Storage - RAID Internal</i>	0	\$ -	\$ -
	<i>Backup</i>	105120	\$ 2,050.40	\$ 170.87
	<b>Total</b>		\$ 3,115.01	\$ 259.58
	SSRC Windows Platform			
	<i>Windows Managed Server - Premium</i>	12	\$ 2,327.68	\$ 193.97
	<i>Windows Capacity Unit</i>	408	\$ 2,475.76	\$ 206.31
	<i>Windows Professional Services</i>	0	\$ -	

	Total		\$	4,803.44	\$	400.29
	SSRC Mainframe Platform					
	IBM Mainframe - z/OS	0.0%	\$	-	\$	-
	IBM Mainframe - CICS	0.0%	\$	-	\$	-
	IBM Mainframe - DB2	0.0%	\$	-	\$	-
	Mainframe Storage - Unmirrored Tier 1	0	\$	-	\$	-
	Mainframe Storage - Mirrored Tier 1	0	\$	-	\$	-
	Backup/Virtual Storage	0	\$	-	\$	-
	IBM Tape Cartridges	0	\$	-	\$	-
	Mainframe Professional Services	0	\$	-	\$	-
	Total		\$	-	\$	-

**Total Service Costs:** \$17,906.39  
**Yearly Recurring Costs (after year 1):** \$10,126.08 \$843.84

**Statement of Work: Cost Estimate is based on FY14-15 2D R1 Percentage of Service Utilization**

This Estimate is intended to identify annual cost of support for SARO SQL 2014 server.

*The implementation of services reflected in this cost estimate is contingent upon resources being available at time of final budget approval. Please note virtual hardware builds may require up to ten (10) business days for completion. Installation of physical devices are dependent upon vendor availability and shipment.*

- qty 1 HA VMware Window Server 2012 R2 64-bit
- SQL 2014 64 bit
- 6x 3GHz vCPUs
- 16 GB RAM
- C: 60GB
- D: 300GB
- Framework 3.5 SP1
- 6.0 or newer ( If IIS7 also need compatibility component)

- Backups are estimated at 80% of allocated disk space

**All of the servers would include the following**

- Backup services(weekly full, daily incremental with 6 week on-line retention to include off-site copies)
- Archive services (monthly full archive backup with 3 year retention to include off-site copies)
- HA networking (up to 16 Gbps for VMfarm systems)
- OS, network, firewall, storage and backup administration
- 24x7 Operations staff monitoring services
- 24x7 hardware & software service support
- Monthly OS security patching
- Quarterly Oracle patching
- MS SQL Server service pack patching



# Department of Public Services

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**Tony Gomillion, Director**

## MEMORANDUM

To: Santa Rosa County Board of County Commissioners  
From: Brad Baker, Director, Emergency Management  
Through: Tony Gomillion, Director, Public Services  
Re: Tsunami Ready County  
Date: December 10, 2015

## DISCUSSION

Discussion on Tsunami Plan and requirements of Tsunami Ready County as it relates to sign placement on Navarre Beach.

## BACKGROUND

Santa Rosa County DEM has completed the Tsunami Plan Annex of the CEMP in preparation to be designated a Tsunami Ready County. A table top exercise was completed and public awareness presentations have been given. The plan addresses the steps necessary to safely evacuate the coastal areas in the event an offshore earthquake produces a Tsunami. A recent study indicates a worst case scenario of fourteen feet surge for the Navarre Beach area. The plan reflects evacuations up to higher floors or off the beach. To be designated Tsunami Ready it requires evacuation signage in the threat area, attached is one version of the signage. This designation also gives SRC thirty points toward our Community Rating System.

## COMPLETION

Upon completion SRC DEM will manage the project.

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## **INTRODUCTION:**

Santa Rosa County Emergency Management developed a Santa Rosa County-specific *Tsunami/Rogue wave Evacuation Plan*.

In the event a Tsunami<sup>1</sup> threatens Santa Rosa County, the activation of this plan will guide the actions of the responsible agencies in the coordination and evacuation of Navarre Beach residents and visitors from the beach and other threatened areas. The goal of this plan is to provide for the timely evacuation of the Navarre Beach area in the event of a Tsunami Warning.

An alternative to evacuating Navarre Beach residents off of the barrier island involves **vertical evacuation**. Vertical evacuation consists of the evacuation of persons from an entire area, floor, or wing of a building to a higher floor or wing. The National Weather Service has determined that fifteen feet is the minimum acceptable level for vertical evacuation on the Barrier Island.

Plans for vertical evacuation of Navarre Beach residents and visitors would only be effective if designated structures are designed to withstand both strong near-source ground motions and the velocity and impact loads of tsunami inundation. Since no studies have been conducted to evaluate the level of protection current structures provide, vertical evacuation is only recommended from a near-source tsunami when public notification may not be possible (very likely for Santa Rosa County); or, when only a few hours or minutes of warning is available.

This plan will include components from the Incident Command System. The highest priority is the safety of the public at large and our first responders.

## **PURPOSE:**

The purpose of this plan is to provide an outline for maintaining operations in responding to and recovering from a Tsunami strike on the Gulf Coast.

1. Ensure that Santa Rosa County has established evacuation procedures in response to tsunami warning;
2. Provide for the timely, coordinated, systematic warning and safe evacuation of the Peninsula;
3. Present guidelines to assist with the protection of life and property and to aid persons who may be injured and are in need of medical attention;
4. Provide search and rescue procedures;
5. Furnish assistance with disaster recovery operations, if required;
6. Establish training requirements;
7. Provide assistance with citizen information presentations.

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<sup>1</sup> Henceforth the word tsunami also applies to rogue waves.

## Maximum Wave Amplitude Probabilistic Source Transect D

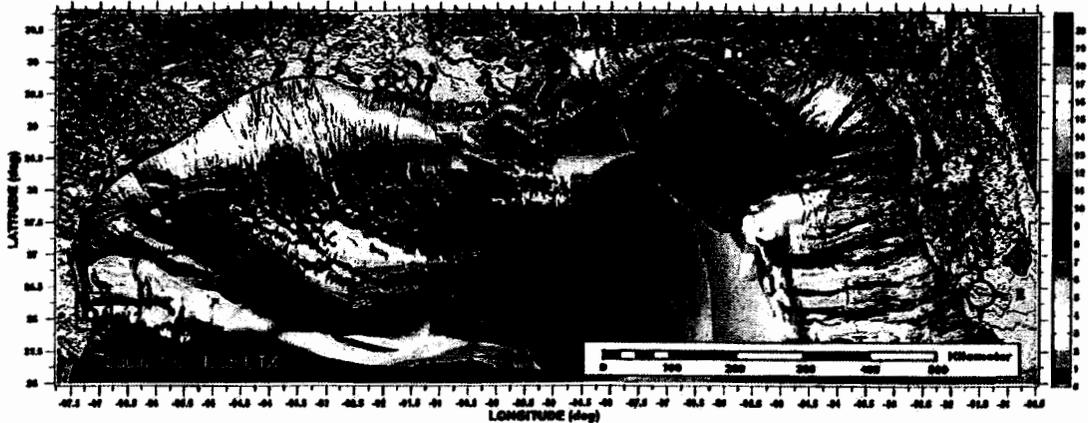


Figure 9

Above is the maximum predicted wave height from the Transect D location.

NWS Mobile made the following prediction of threat to Santa Rosa County based upon current knowledge of tsunami hazards.

### **Tsunami Information for Santa Rosa County**

Recent studies headed by the Atlantic and Gulf of Mexico Tsunami Hazard Assessment Group (2009) have shown that while the Gulf of Mexico (GOM) Tsunami threat is very minimal, there is a credible threat to the beaches of the western Florida panhandle, primarily resulting from sea bed landslides.

Potential tsunami sources in the GOM are local submarine landslides, which have been examined by the Atlantic and Gulf of Mexico Tsunami Hazard Assessment Group.

Survey data suggests that there are three historical ancient landslide sources in the GOM (East Breaks landslide off mid TX coast, Mississippi Canyon landslide off SE LA coast, and the West Florida landslide off SW FL coast). There are also at least three probabilistic landslide sources (Transect A, B and D).

Research has shown that the two sources that could potentially have the greatest impact on the western Florida panhandle coast should a landslide occur would be the Mississippi Canyon and Transect D source regions.

Sediment continues to empty into the GOM from the Mississippi River, contributing to a steepening slope of the continental shelf, which could lead to landslide activity in the Mississippi Canyon source region.

The Atlantic and Gulf of Mexico Tsunami Hazard Assessment Group has begun a project to construct tsunami maps based on the identified ancient local submarine landslides in the GOM. In order to estimate the extent and magnitude of the inundation by tsunami waves generated from local landslide sources, numerical models have been used. Several tsunami scenarios were investigated, resulting in modeled tsunami waves generated by the three ancient underwater landslides mentioned earlier, as well as for potential Transect D source region off the Florida panhandle coast.

The Hazard Assessment Groups study will attempt to determine tsunami flooding inland-extent, maximum inundation depth, maximum inundation elevation and maximum momentum flux and direction for several forecast points along the U.S. Gulf Coast. This inundation data has been calculated for Port Aransas, TX and Panama City Florida, FL (with several other coastal locations to be mapped in the future).

The latest information with regard to the tsunami threat to the western Florida panhandle (including Santa Rosa County) follows:

Maximum Wave Amplitude along the western Florida panhandle coast resulting from a Mississippi Canyon slide could potentially be 4-6 meters. This does not directly relate to possible inland inundation, but does signify a credible threat of significant flooding into normally dry land areas. Based on the most recent research, wave arrival time along the western Florida panhandle coast for a Mississippi Canyon slide would likely be around 2 hours after slide event. For a Transect-D slide event, Maximum Wave Amplitude at the coast could potentially be 3-4 meters (again, this does not correlate to inland inundation), arriving at the coast 1-2 hours after the slide event. (\*\*Please see the above Graphics related to the Mississippi Canyon and Transect-D landslide source regions).

No inundation maps are available for Santa Rosa County. Inundation mapping has been done for the Panama City Beach area, and the data does suggest a potential for severe and damaging flooding in that area, with water depth over normally dry land ranging from around 1 to 5 meters.

While research is still ongoing, based on the best current information available, this study has confirmed that these landslide scenarios indeed have the potential to cause severe flooding and damage to GOM coastal communities.

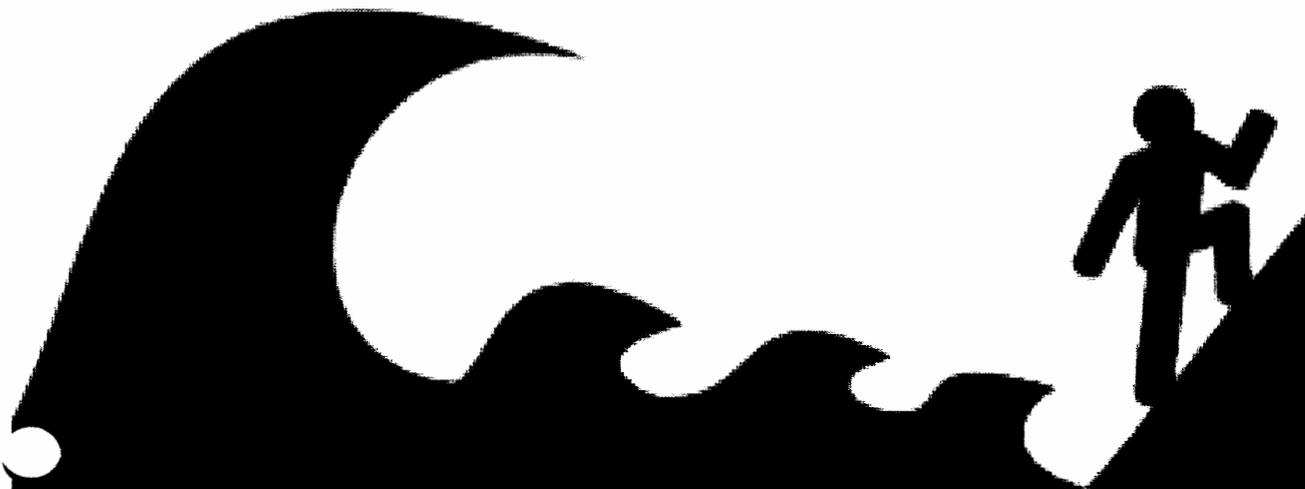
Local emergency management consider the threat to Santa Rosa County to be primarily on Navarre Beach. Navarre Beach is a 4 mile stretch of Santa Rosa County owned Barrier Island, some of which is developed. The rest of the barrier island is National Seashore, Eglin Airforce Base, or Escambia County. Figure 9 below shows all of Santa Rosa county property, and does not include the whole coastal area. This shows the small amount of property on the Barrier Island that Santa Rosa County is responsible for. Figure 11 is a close up of the southern part of the county showing the Barrier Island in its entirety, the pass into Pensacola Bay, and the peninsula behind the Barrier Island. Figure 12 is a close up of Navarre Beach, with the green to the west being National Seashore, and the dotted line to the east being the county border.

# IN CASE OF EMERGENCY DIAL

9-1-1

Your location is X-XX

BE TSUNAMI SMART, KNOW THE NATURAL SIGNS



If at the coast and you:

**FEEL**



**RUN**

a very strong earthquake?

**SEE**



**RUN**

the water withdraw an unusual distance?

**HEAR**



**RUN**

a strange roar?

**RUN**

if

to high ground or inland  
of these signs occur



# 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: Santa Rosa County Board of County Commissioners  
From: Brad Baker, Director, Emergency Management  
Through: Tony Gomillion, Director, Public Services  
Re: EMPA Agreement Modification #1  
Date: December 10, 2015

## RECOMMENDATION

Recommend that the Board of County Commissioners accept a modification to the Emergency Management Preparedness and Assistance (EMPA) base grant in the amount of \$21,450 and authorize the Chairman to sign all related documentation.

## BACKGROUND

The modification adds funding to grant 16BG-83-01-67-01-057 and will change the portion of the Scope of Work that includes added detail under the Emergency Management Accreditation Program (EMAP) participation requirements. This is attributable to Santa Rosa County's recent accreditation of its emergency management program. The total includes \$10,000 (annual incentive) and \$11,450 for reimbursement of accreditation cost. A copy of the modification is attached for review.

## COMPLETION

Implementation of this modification will be managed by DEM. All related documents will be forwarded to the BOCC for signature.

**Animal Services**  
Dale Hamilton,  
Director

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

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

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

**Emergency Management**  
Brad Baker  
Director

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

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

6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7075

**Veterans Services**  
Karen Haworth  
Director

6051 Old Bagdad Hwy, Ste  
204  
Milton, FL 32570  
(850) 981-7155

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



# 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:** Santa Rosa County Board of County Commissioners  
**From:** Brad Baker, Director, Emergency Management  
**Through:** Tony Gomillion, Director, Public Services  
**Re:** 9-1-1 Quality Assurance  
**Date:** August 27, 2015

## **RECOMMENDATION**

Recommend that the Board of County Commissioners approve three month contract extension for third party Quality Assurance (QA) with 911 QA Runner INC. in the amount of \$2,261.76 monthly and authorizes the Chairman to sign all related documentation.

## **BACKGROUND**

The original contract was approved at the August 27<sup>th</sup> BOCC meeting and the intent of the contract was to determine the direction we want to take as it relates to QA services. With the recent retirement of our QA Officer we had requested to do a trial period from September 1<sup>st</sup> to December 31<sup>st</sup> to determine if this fits our program and help us to understand what items need to be included in an RFP. The determination was made that an in-house QA program is a better fit for our 9-1-1 center and we need this extension of services to allow time to go through the hiring process. 9-1-1 funds will be utilized for this project.

## **COMPLETION**

The project will be managed by DEM.

**Animal Services**  
Dale Hamilton  
Director

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

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

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**Emergency Management**  
Brad Baker  
Director

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(850) 983-5360

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

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

**Veterans Services**  
Karen Haworth  
Director

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

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

AGENDA  
PUBLIC WORKS COMMITTEE

December 7, 2015

Chairman: Commissioner Cole

Vice Chairman: Commissioner Rob Williamson

1. Discussion of request by Tim Legge and Jerri May for the vacation of the alley between lots 3-12 and 13-22 in Block 656 Avalon Beach.
2. Discussion of request from the King Living Trust, Gene Fleming and Diann Gillis for the conceptual approval for an access easement across the county owned parcel that is north of the State Prison on East Milton Road to access their landlocked parcel.
3. Discussion of resurfacing the following roads in District Five at an estimated cost of \$222,122.50.

Princeton Drive,  
Harmony Lane, Hillside Avenue (from Bayview Ln. to Shady Ln.),  
Shady Lane,  
Chinquapin Drive,  
Sabine Drive,  
Sabine Court,  
Ceylon Drive,  
Flagler Drive,  
Abercrombie Road,  
America Avenue (from Supreme St. to Capital Drive),  
Magnolia Lane,  
Llani Lane,  
Luzon Lane,  
Soule Place.

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

**APPLICATION FOR VACATION**

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

Date: 10/8/2015

Owner(s) Name(s):

TIM LEGGE  
JERRI L MAY

Mailing Address:

3025 N. 15TH AVE  
MILTON, FL 32583

Email Address:

tjlegge431@gmail.com

Phone Number:

Fax Number: \_\_\_\_\_

Billing Address (if different from above):  
\_\_\_\_\_

Reason for Vacation Request: SHED LOCATED 2' ON ALLEYWAY

Area of Vacation: ALLEYWAY

Property address (abutting vacation area): 3025 N. 15TH AVE  
MILTON, FL 32583

**\*\*ATTACH LEGAL DESCRIPTION AND MAP OF PORTION BEING VACATED\*\***

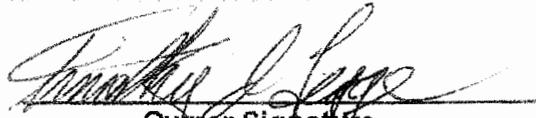
Representative's Name (if applicable):

Address:

Phone Number:

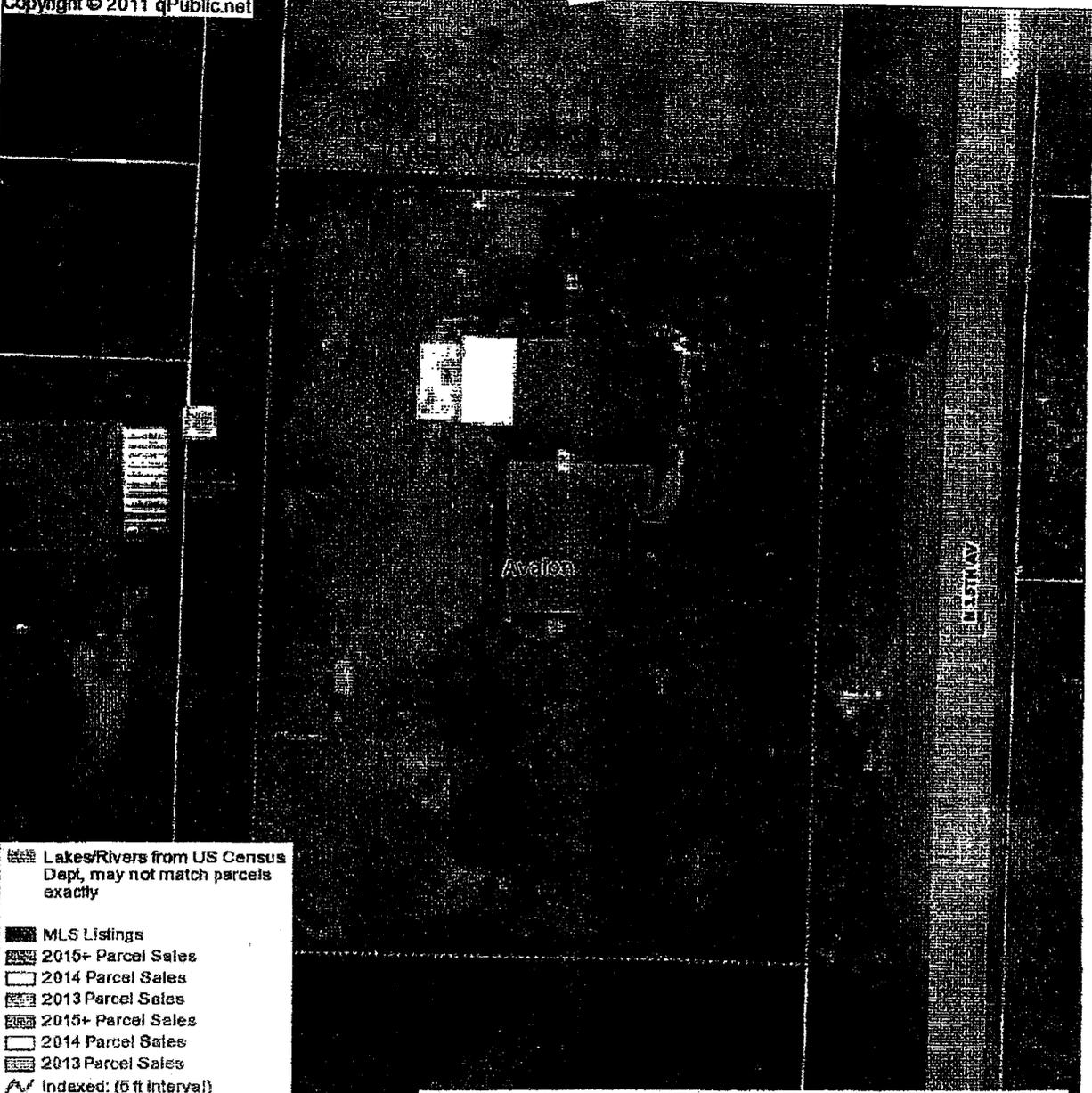
Owner is responsible for all costs associated with the processing of the vacation request, including fees paid for advertisements, certified list of property owners located within 500 feet of the proposed vacation, labels, certified mail postage, recording of official documents, etc. All fees are non-refundable.

Date Signed: 10/8/15

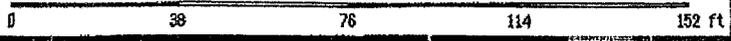
  
Owner Signature

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

  
Owner Signature



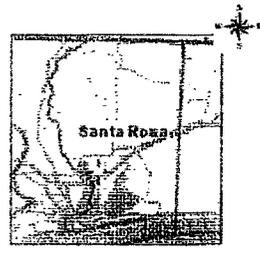
-  Lakes/Rivers from US Census Dept, may not match parcels exactly
-  MLS Listings
-  2015+ Parcel Sales
-  2014 Parcel Sales
-  2013 Parcel Sales
-  2015+ Parcel Sales
-  2014 Parcel Sales
-  2013 Parcel Sales
-  Indexed: (5 ft interval)
-  Intermediate (1 ft interval)



Santarosa County Appraiser

Parcel: 40-1N-28-0090-65600-0060 Acres: 0.642

Name:	COOKE CLIFFORD A & SHARON S	Land Value:	8,640
Site:	3025 15TH AVE N	Building Value:	87,505
Sale:	\$5,500 on 2000-11 Reason=V.Qual=U	Misc Value:	1,500
	3025 N 15TH AVE	Just Value:	97,645
Mail:	MILTON, FL 32583	Assessed Value	93,956
		Exempt Value	50,000
		Taxable Value	43,956



Santa Rosa County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. All data is subject to change before the next certified taxroll. Greg Brown Santa Rosa County Property Appraiser  
 Date printed: 06/30/15 : 15:46:28

**LEGEND:**

- - FOUND 1/2" CAPPED IRON ROD #7082
- - FOUND 1/2" CAPPED IRON ROD #4208
- - FOUND 1/2" CAPPED IRON ROD #2818
- - FOUND PLAIN 1/2" IRON ROD
- - FOUND 1" CAPPED IRON PIPE #5170
- - SET 1/2" CAPPED IRON ROD L.B. #7092
- ⊕ - POWER POLE
- FSM - PROFESSIONAL SURVEYOR AND MAPPER
- L.B. - LICENSED BUSINESS
- BSL - BUILDING SETBACK LINE
- R/W - RIGHT-OF-WAY
- P - PLAT
- F - FIELD
- ▭ - CONCRETE
- ▨ - CRUSHED ASPHALT

**SAN MIGUEL STREET**

DESCRIPTION: (AS FURNISHED)

LOTS 6, 7, 8 AND 9, BLOCK 658, AVALON BEACH SUBDIVISION AS RECORDED IN PLAT BOOK A PAGES 1-10 IN THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA.

**SURVEYORS NOTES:**

THIS SURVEY WAS PERFORMED FOR THE CLIENT SHOWN AND IS NOT TO BE USED FOR ANY OTHER PURPOSES OR TRANSACTIONS WITHOUT PRIOR CONSENT FROM THIS SURVEYOR.

ALL MEASUREMENTS WERE MADE ACCORDING TO UNITED STATES FOOT.

NO TITLE RESEARCH WAS PERFORMED BY THIS SURVEYOR, NOR WERE WE FURNISHED WITH SUCH.

NO INSTRUMENT OF RECORD REFLECTING EASEMENTS, RIGHT OF WAY, AND/OR OWNERSHIP WERE FURNISHED TO THIS SURVEYOR EXCEPT AS SHOWN.

NO UNDERGROUND INSTALLATIONS OR IMPROVEMENTS HAVE BEEN LOCATED EXCEPT AS SHOWN.

ALL BEARINGS AND DISTANCES ARE RECORD UNLESS OTHERWISE NOTED.

ERROR OF CLOSURE MEETS MINIMUM TECHNICAL STANDARDS.

THERE MAY BE ADDITIONAL RESTRICTIONS AFFECTING THIS PROPERTY THAT MAY BE FOUND RECORDED IN THE PUBLIC RECORDS OF THE CITY/COUNTY/STATE, THAT DO NOT APPEAR ON THE FACE OF THIS PLAT.

IMPROVEMENT LOCATIONS SHOWN HEREON MAY BE EXAGGERATED AND NOT TO SCALE FOR CLARITY PURPOSES.

ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.

BUILDING SET BACK LINES ARE PER PLAT, THERE MAY BE ADDITIONAL RESTRICTIONS IN SUBDIVISION COVENANTS AND/OR OTHER CITY/COUNTY/STATE REGULATIONS.

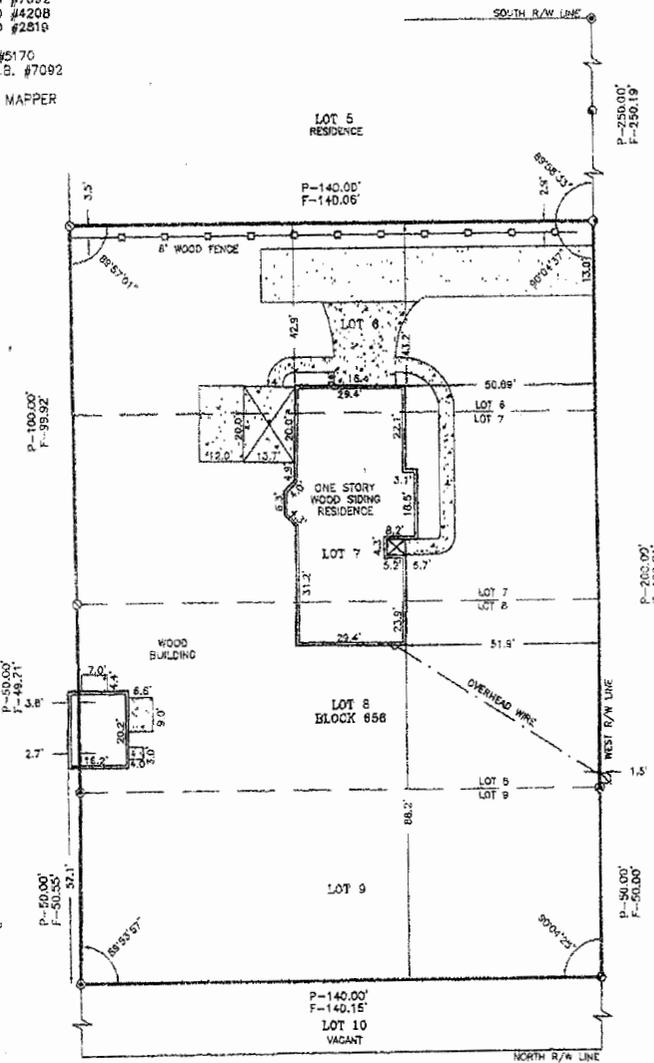
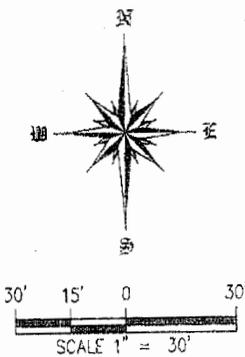
IT IS THE RECOMMENDATION OF THIS SURVEYOR TO CHECK WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR ANY WETLAND ISSUES THAT COULD POSSIBLY AFFECT THIS PROPERTY THAT MAY OR MAY NOT BE SHOWN ON THE FACE OF THIS PLAT.

BASES OF BEARING: NORTH ASSUMED PER PLAT

REFERENCE SOURCE: FIELD WORK AND EXISTING FIELD MONUMENTATION, COUNTY PROPERTY APPRAISER'S TAX MAP; COPY OF PLAT BOOK A, PAGE(S) 1-10, COPY DESCRIPTION AS FURNISHED.

**SWINNEY & ASSOCIATES, INC.**

3603 SUNNYSIDE ST.  
PENSACOLA, FLORIDA 32507  
(850) 453-4261 FAX: (850) 458-2630  
D.SWINNEY@ATT.NET  
LICENSE BUSINESS NO. 7082



CERTIFY TO:  
CU MEMBERS MORTGAGE, A DIVISION OF COLONIAL SAVINGS, F.A.  
TIMOTHY J. LEGGE AND JERRI LYNN MAY  
GULF COAST TITLE AGENCY, LLC  
ALLIANT NATIONAL TITLE INSURANCE COMPANY

**DEL MONTE STREET**

ADDRESS: 3025 15TH AVENUE			
REQUESTED BY: LINDA CONEZE			
TYPE: BOUNDARY SURVEY WITH IMPROVEMENTS			
SECTION: 40	TOWNSHIP: 1 NORTH	RANGE: 20 WEST	COUNTY: SANTA ROSA
SCALE: 1"=30'	DRAWN BY: JSP	FIELD DATE: 06/30/2015	
DATE: 07/01/2016	CREW: MS/ZL	FIELD BOOK: 280	PAGE: 28
REVISION DATE:			

**SURVEYORS CERTIFICATE**  
I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE CHARGE AND MEETS THE MINIMUM TECHNICAL STANDARDS AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS & MAPPERS IN CHAPTER 53-17.050, 53-17.051 AND 53-17.052, PURSUANT TO SECTION 472.027 FLORIDA STATUTES.

NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

DAVID MARK SWINNEY  
PROFESSIONAL SURVEYOR AND MAPPER NO. 5541  
STATE OF FLORIDA

DRAWING NUMBER:  
**15-14847**

**Tana Tynes**

---

**From:** Glenn Bailey  
**Sent:** Tuesday, December 01, 2015 1:47 PM  
**To:** Stephen Furman  
**Subject:** FW: Mr. Kings Property Access

**From:** Miragliotta, Michael [mailto:michael.miragliotta@cbunited.com]  
**Sent:** Friday, November 20, 2015 1:35 PM  
**To:** Glenn Bailey <GlennB@santarosa.fl.gov>  
**Subject:** Re: Mr. Kings Property Access

Thank you Glenn,  
Yes they would like to proceed with approval from the BCC.  
Next week is Thanksgiving week could we meet the week of Nov 30th, say Monday?  
Thanks, Mike

---

**From:** "Glenn Bailey" <GlennB@santarosa.fl.gov>  
**To:** "michael miragliotta" <michael.miragliotta@cbunited.com>  
**Sent:** Friday, November 20, 2015 9:45:37 AM  
**Subject:** Mr. Kings Property Access

Michael,

I have checked with other county departments and no one seems to have a problem with Mr. Kings request for an easement. It will still require a approval from the BOCC as I mentioned last week. So we can line that up if Mr. King would like to proceed.

Also, we cannot give you a key to access the property, however, I can meet you out at the site and let you put your own lock on the gate sot that you may access the property. Let me know if you would like to do this.

GLENN F. BAILEY, P.E.

Assistant Public Works Director

Santa Rosa County

---

Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses are public records. If you do not want the content of your email or your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.

--  
**Michael Miragliotta**  
**Coldwell Banker Commercial-NRT**  
**4475 Bayou Boulevard**  
**Pensacola, Florida 32504**  
**Mobile # 850-501-1358**  
**Office # 850-432-5320**

The information in this electronic mail message is the sender's confidential business and may be legally privileged. It is intended solely for the addressee(s). Access to this internet electronic mail message by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it is prohibited and may be unlawful.

The sender believes that this E-mail and any attachments were free of any virus, worm, Trojan horse, and/or malicious code when sent. This message and its attachments could have been infected during transmission. By reading the message and opening any attachments, the recipient accepts full responsibility for taking protective and remedial action about viruses and other defects. The sender's company is not liable for any loss or damage arising in any way from this message or its attachments.

Nothing in this email shall be deemed to create a binding contract to purchase/sell real estate. The sender of this email does not have the authority to bind a buyer or seller to a contract via written or verbal communications including, but not limited to, email communications.

---

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

**PETITION**

TO: THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA  
COMES NOW PETITIONERS, TIM LEGGE and JERRI L. MAY and make this Petition and for such aver:

The Petitioners are the fee simple owners of certain real property which abuts the hereinafter described property.

That the aforesaid property is not within the Corporation limits of any municipality.

That said described road is not a State or Federal Highway and was not acquired for such State or Federal purposes.

The Petitioners desire and request that the Board of County Commissioners of Santa Rosa County, Florida, vacate, abandon, discontinue and close the following described plat:

**The Alleyway between lots 3-12 and lots 13-22 in block 656 of the Avalon Beach Subdivision, as recorded in Plat Book A, Pages 1-10, of the public records of Santa Rosa County, Florida.**

That said Board of County Commissioners renounce and disclaim any and all right of Santa Rosa County and the public in and to any land or interest therein constituting or being a part of said plat as herein described.

That the Board of County Commissioners of Santa Rosa County, Florida, pursuant to Florida Statutes Chapter 336.08 through 336.12 inclusive, has jurisdiction of the subject matter of this Petition, and the power and authority to vacate, abandon, discontinue and close the aforementioned plat and to renounce and disclaim any and all right of the County and public in and to the described property, and

WHEREAS, Petitioner(s) respectfully request(s) that the Board of County Commissioners of Santa Rosa County, Florida, receive and file this Petition and exercise its authority pursuant to Chapter 336, Florida Statutes, and

WHEREAS, Petitioner(s) further request(s) that, after being fully advised, the Board of County Commissioners, by formal and proper actions, find and determine that the Public interest will be best protected and served by vacating, abandoning and closing the aforesaid plat, renouncing and disclaiming for the County and the public all rights therein.

Witness: \_\_\_\_\_

\_\_\_\_\_  
TIM LEGGE

Witness: \_\_\_\_\_

\_\_\_\_\_  
JERRI L. MAY



King Fleming Gillis Property

County Property

State Prison



**Department of Public Works**  
SANTA ROSA COUNTY, FLORIDA  
Milton, Florida 32583

3  
Glenn Bailey  
Asst. Director of Public Works  
Road & Bridge Dept.  
6075 Old Bagdad Hwy.  
626-0191

STEPHEN FURMAN  
Director of Public Works  
6075 Old Bagdad Hwy.  
626-0191  
Fax 623-1331

Thad Allen  
Superintendent  
Building Maintenance/Parks  
P.O. Box 864  
981-7071

December 1, 2015

Mr. Lane Lynchard  
Santa Rosa County Board of County Commissioners  
6495 Caroline St., Suite M  
Milton, FL 32570

Dear Mr. Lynchard:

Please find listed below the estimated cost for resurfacing the following roads in District Five at an estimated total of \$222,122.50:

Princeton Drive	\$11,077.20
Harmony Lane	16,119.60
Hillside Avenue (from Bayview Ln. to Shady Ln.)	3,110.80
Shady Lane	11,806.90
Chinquapin Drive	14,705.60
Sabine Drive	8,201.20
Sabine Court	4,807.60
Ceylon Drive	34,245.20
Flagler Drive	16,755.90
Abercrombie Road	29,623.30
America Avenue (from Supreme St. to Capital Drive)	36,803.10
Magnolia Lane	7,352.80
Llani Lane	10,715.20
Luzon Lane	7,819.20
Soule Place	8,978.90

Sincerely,

A handwritten signature in black ink, appearing to read "SF", is written over a horizontal line.

Stephen Furman  
Public Works Director

SF/tt

# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Williamson  
Vice Chairman: Commissioner Cole

December 7, 2015

## **Bid Actions:**

- 1) Discussion of bids received for the Navarre Beach Restoration Project. Low bidder meeting specifications is Weeks Marine, Inc., with a bid of \$14,920,300.
- 2) Discussion of bids received for the Settlers Colony Drainage Improvements Project. Low bidder meeting specifications is Brown Construction, with a bid of \$343,479.16.
- 3) Discussion of bids received for one Sports Utility Vehicle for the Tourist Development Council. Low bidder meeting specifications is Hub City Ford, with a bid of \$25,699.
- 4) Discussion of bids received for one 4 wheel drive for Navarre Beach. Low bidder meeting specifications is Hub City Ford, with a bid of \$22,496.

## **Budget:**

- 5) Discussion of MSBU Fee Comparison and petition process.
- 6) **Budget Amendment 2016 – 061** in the amount of \$ **44,113** to recognize the collection of FY16 Little Duck Circle MSBU assessments and allocates for expenditure.
- 7) **Budget Amendment 2016 – 062** in the amount of \$ **385,528** to recognize FY16 funding from Florida Housing Finance Corporation (FHFC) and reallocates strategy balances to Substantial Rehabilitation and SHIP Administration.
- 8) **Budget Amendment 2016 – 063** in the amount of \$ **92,000** to carry forward permit fee revenue earmarked for 2 new positions for the Inspections and Compliance Department as approved by the BOCC during the budget process.
- 9) **Budget Amendment 2016 – 064** in the amount of \$ **4,677** to carry forward unspent funds in the General Fund for the Navarre Beach Sea Turtle Conservation Center.
- 10) **Budget Amendment 2016 – 065** in the amount of \$ **27,836** to transfer funds from the General Fund to the Capital Fund for the overhang for the EDO Building where the original building was initially recorded as requested by the Finance Department.
- 11) **Budget Amendment 2016 – 066** in the amount of \$ **1,532,240** to carry forward fund balances in the Capital Funds and places in reserves.

- 12) **Budget Amendment 2016 – 067** in the amount of \$ **1,588,429** to carry forward prior year Electric Franchise Fee balances and places in reserves.
- 13) **Budget Amendment 2016 – 068** in the amount of \$ **115,893** to carry forward funds for the replacement of windows and doors at the scale house at Central Landfill (\$21,640); the design and engineering services required for permit modification (\$53,226); and for a tarp deployment machine as approved at the November 12, 2015 meeting.
- 14) **Budget Amendment 2016 – 069** in the amount of \$ **992,000** to carry forward funds in the General Fund to the Disaster Fund for final expenditures associated with the April 29, 2014 flood until state and/or federal reimbursement is received.
- 15) **Budget Amendment 2016 – 070** in the amount \$ **6,786** to transfer funds for a three (3) month contract extension for 911 Emergency Communication Quality Assurance services in the Enhanced 911 Program Fund.

**County Expenditure/Check Register:**

- 16) Discussion of County Expenditures / Check Register

## PROCUREMENT RECOMMENDATION

1. **PRODUCT/SERVICE:** NAVARRE BEACH RESTORATION PROJECT

2. **RESPONSIBLE OFFICE:** ENGINEERING DEPARTMENT

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

Navarre Beach Restoration Project.

4. **SCOPE OF WORK:**

The contractor shall provide all plants, labor, equipment, supplies and any other materials required to perform and complete all operations in connection with excavating, transporting, placing and grading (with tilling if required) of approximately 1,600,000 cubic yards of sand fill with native dune vegetation on Santa Rosa County beaches as specified in the plans and project manual. Construction shall be performed by use of a hydraulic pipeline dredge (directly to shore or using one or more scows/barges) or a hopper dredge.

5. **BIDDERS AND PRICES:**

A. Weeks Marine, Inc.	\$14,920,300.00
B. Great Lakes Dredge & Dock Company. LLC	\$16,812,200.00
C. Dutra Dredging Company	\$25,933,700.00

CT75.002015C.036

December 02, 2015

Michael Schmidt, P.E., Assistant County Engineer  
**St. Lucie County Engineering**  
6051 Old Bagdad Highway, Suite 300  
Milton, FL 32583

**Re: Navarre Beach Restoration Project**

Dear Michael:

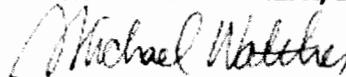
As we discussed this afternoon, this letter is to recommend that the County award a construction contract to Weeks Marine, Inc. (WMI) for the Navarre Beach Restoration Project. Attached is a summary of the bids received on December 1st.

Note that:

- Three (3) bids were received for the Project; the bids are valid as determined in collaboration with County staff - in that each bidder submitted the information required by the Bid Documents.
- Weeks Marine, Inc (WMI) submitted the low bid of \$14,920,300, which is within the County's expected budget for the Project - per our Opinion of Probable Costs at \$17,681,200.
- We are quite familiar with WMI, who:
  - is broadly recognized as a reputable contractor with extensive experience in beach nourishment,
  - is constructing the neighboring Pensacola Beach project,
  - is also constructing another project designed by us in Dauphin Island, Alabama, and
  - previously constructed the original Navarre Beach Restoration in 2006.
- Although the two other bidders proposed a Contract Time of about one year, WMI's bid reflects a 180 day Contract Time for Substantial Completion; WMI advised us today that WMI has identified Final Completion within 190 days. The County's acceptance of WMI's bid and award of a contract on December 10<sup>th</sup> would:
  - provide for Substantial Completion by June 7, 2016 and Final Completion by June 17, 2016 - significantly avoiding impacts upon the Navarre Beach tourist season, and
  - allow construction completion within the timeframe of the existing FEMA grant funding.
- Upon our request, WMI provided to us an Order of Work & Project Schedule which identifies WMI's intent to employ two hopper dredges (*R.N. Weeks* and *B.E. Lindholm*) with an alternative to use the Cutter Suction dredge *R.S. Weeks* which is currently in use on the Pensacola Beach project.

If you have any questions, please contact Drew Condon or me.

Sincerely,  
**COASTAL TECH – G.E.C., Inc.**



Michael Walther, P.E.  
Vice - President

cc: Hunter Walker, Roy Andrews, Orrin Smith, Roger Blaylock – Santa Rosa County  
Drew Condon, Rajesh Srinivas – Coastal Tech – G.E.C., Inc.

---

**Celebrating 29<sup>th</sup> Anniversary**

---

Coastal • Engineering • Economics • Energy • Environmental • GIS • Planning • Transportation

**Navarre Beach Restoration Project**  
**Summary of Bids received December 1, 2015**

<b>From Bid Form</b>			<b>Coastal Tech - G.E.C., Inc</b>		<b>As Bid by</b>	
			<b>Opinion of Probable Cost</b>		<b>Weeks Marine, Inc</b>	
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>	<b>Unit Price</b>	<b>Cost</b>
1	Mobilization/Demobilization	1 LS	\$3,000,000 LS	\$3,000,000	\$2,950,000 LS	\$2,950,000
2	Furnish & Install Sand	1,600,000 cy	\$9.00 /cy	\$14,400,000	\$7.25 /cy	\$11,600,000
3.1	Permit Compliance - Including Turbidity Monitoring	1 LS	\$45,000 LS	\$45,000	\$75,000 LS	\$75,000
3.2	Dredge Standby	15 hours	\$3,000 /hour	\$45,000	\$6,500 /hour	\$97,500
4	Beach Tilling	132 acres	\$600 /acre	\$79,200	\$650 /acre	\$85,800
5	Furnish & Install Native Plants	112,000 plants	\$1.00 /plant	\$112,000	\$1.00 /plant	\$112,000
			<b>Total Cost:</b>	<b>\$17,681,200</b>	<b>Total Cost:</b>	<b>\$14,920,300</b>
			<b>Contract Time (days):</b>	<b>120</b>	<b>Contract Time (days):</b>	<b>180</b>
			<b>Completion Date:</b>	<b>4/8/16</b>	<b>Completion Date:</b>	<b>6/7/16</b>
<b>From Bid Form</b>			<b>As Bid by</b>		<b>As Bid by</b>	
			<b>Great Lakes Dredge &amp; Dock Company, LLC</b>		<b>Dutra Dredging Company</b>	
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>	<b>Unit Price</b>	<b>Cost</b>
1	Mobilization/Demobilization	1 LS	\$3,720,000 LS	\$3,720,000	\$3,750,000 LS	\$3,750,000
2	Furnish & Install Sand	1,600,000 cy	\$7.90 /cy	\$12,640,000	\$13.45 /cy	\$21,520,000
3.1	Permit Compliance - Including Turbidity Monitoring	1 LS	\$120,000 LS	\$120,000	\$290,000 LS	\$290,000
3.2	Dredge Standby	15 hours	\$7,600 /hour	\$114,000	\$7,500 /hour	\$112,500
4	Beach Tilling	132 acres	\$850 /acre	\$112,200	\$1,300 /acre	\$171,600
5	Furnish & Install Native Plants	112,000 plants	\$1.00 /plant	\$112,000	\$0.80 /plant	\$89,600
			<b>Total Cost:</b>	<b>\$16,818,200</b>	<b>Total Cost:</b>	<b>\$25,933,700</b>
			<b>Contract Time (days):</b>	<b>375</b>	<b>Contract Time (days):</b>	<b>369</b>
			<b>Completion Date:</b>	<b>12/19/16</b>	<b>Completion Date:</b>	<b>12/13/16</b>

**PROCUREMENT RECOMMENDATION**

**1. PRODUCT/SERVICE:** SETTLERS COLONY DRAINAGE IMPROVEMENTS PROJECT

**2. RESPONSIBLE OFFICE:** GRANTS DEPARTMENT

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

Settlers Colony Drainage Improvements Project.

**4. SCOPE OF WORK:**

The project includes the concrete lining of an open FDOT ditch, the removal and replacement of storm pipe and inlets.

**5. BIDDERS AND PRICES:**

A. Brown Construction	\$343,479.16
B. Principle Properties, Inc.	\$358,442.00
C. Site & Utility Contractors	\$364,551.50
D. Chavers Construction	\$419,203.00
E. Utility Service Co., Inc.	\$423,361.79
F. Pensacola Concrete Construction Co., Inc.	\$437,580.09
G. Roberson Underground Utility, LLC	\$527,436.50
H. Roads, Inc. of NWF	\$532,890.90

**PROCUREMENT RECOMMENDATION**

- 1. **PRODUCT/SERVICE:** SPORT UTILITY VEHICLE
- 2. **RESPONSIBLE OFFICE:** TOURIST DEVELOPMENT COUNCIL
- 3. **DESCRIPTION OF SERVICE/PRODUCT:**  
Sport Utility Vehicle
- 4. **SCOPE OF WORK:**  
N/A
- 5. **BIDDERS AND PRICES:**
  - A. Hub City Ford, Inc.                      \$25,699

**PROCUREMENT RECOMMENDATION**

**1. PRODUCT/SERVICE:** 6000 LB. GVWR FOUR WHEEL DRIVE PICKUP

**2. RESPONSIBLE OFFICE:** NAVARRE BEACH

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

6000 GVWR Four Wheel Drive Pickup Truck

**4. SCOPE OF WORK:**

N/A

**5. BIDDERS AND PRICES:**

A. Hub City Ford, Inc.                      \$22,496

# MSBU Comparison

Santa Rosa	Okaloosa	Escambia
No application fee	\$100 application fee	\$100 application fee
2% admin fee	5% admin fee	10% admin fee <i>116,000</i>
Petition Requirements: Capital Improvements		<i>at once</i>
60% Santa Rosa County resident owners	66% of property owners representing 66% of assessed properties	66% of current owners representing 66% of property (lots or front footage, measured consistent with the method of assessment)
Petition Requirements: Lighting / Service		
Lighting (Speed Humps) 60% (75%) Santa Rosa County resident owners	51% property owners representing 51% of assessed properties	55% current property owners representing 55% of the property (lots or front footage, measured consistent with the method of assessment)

# 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: November 10, 2015

FROM: **Little Duck Circle**  
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>
Fund 133:	133 – 325100	Special Assessment Capital Imp	\$ 44,113
	8402 – 5310016	Engineering Services	\$ 20,000
	8402 – 599001	Reserve for Contingencies	\$ 24,113

**State reason for this request:**

Recognizes collection of FY16 MSBU assessments and allocates for expenditure.

**Requested by Henry Brewton /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-061**

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

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

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

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day of December, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: November 19, 2015

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>	<b>113 – 3346904</b>	<b>SHIP Program</b>	<b>\$ 385,528</b>
	<b>0780 – 534004</b>	<b>Substantial Housing</b>	<b>\$ 116,976</b>
	<b>0780 – 5340043</b>	<b>First Time Home Builder</b>	<b>\$ 230,000</b>
	<b>0780 – 59100001</b>	<b>To General Fund</b>	<b>\$ 38,552</b>
<b>Fund 001:</b>	<b>001 – 3810008</b>	<b>From SHIP Fund</b>	<b>\$ 38,552</b>
	<b>3301 – 51210</b>	<b>Regular Salaries</b>	<b>\$ 16,000</b>
	<b>3301 – 534001</b>	<b>Other Contractual Services</b>	<b>\$ 16,000</b>
	<b>3301 – 552001</b>	<b>Operating Supplies</b>	<b>\$ 1,500</b>
	<b>3301 – 551001</b>	<b>Office Supplies</b>	<b>\$ 1,500</b>
	<b>3301 – 542001</b>	<b>Postage</b>	<b>\$ 400</b>
	<b>3301 – 5490011</b>	<b>Advertising</b>	<b>\$ 400</b>
	<b>3301 – 549001</b>	<b>Other Current Charges</b>	<b>\$ 600</b>
	<b>3301 – 540001</b>	<b>Travel</b>	<b>\$ 2,152</b>

**State reason for this request:**

Recognizes FY16 funding from FHFC and reallocates strategy balances to Substantial Rehabilitation and SHIP Administration.

**Requested by: Erin Malbeck/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-062**

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

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

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

BUDGET COMMITTEE ACTION

DATE: **December 7, 2015**

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this **10<sup>th</sup>** day of **December, 2015**.

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

Budget Amendment Request:

11/17/2015

<b>FUND</b>	<b>113 SHIP</b>		
<b>DEPT</b>	<b>0780 State Housing Initiative</b>		
Revenue Account:	<b>2015.2016 FHFC Funding</b>		
113	1st Allocation	3346904	385,528.00
		<b>Total</b>	<b><u>\$ 385,528.00</u></b>
780	Substantial Housing	534004	\$ 116,976.00
	First Time Homebuyer	5340043	\$ 230,000.00
	To General Fund		<b>\$ 38,552.00</b>
		<b>Total</b>	<b><u>\$ 385,528.00</u></b>
TO:	General Fund		
	3301-51210	Regular Salaries	\$ 16,000.00
	3301-534001	Other Contractual Services	\$ 16,000.00
	3301-552001	Operating Supplies	\$ 1,500.00
	3301-551001	Office Supplies	\$ 1,500.00
	3301-542001	Postage	\$ 400.00
	3301-5490011	Advertising	\$ 400.00
	3301-549001	Other Current Charges	\$ 600.00
	3301-540001	Travel & Per Diem	\$ 2,152.00
		<b>Total</b>	<b><u>\$ 38,552.00</u></b>

2015/2016 Funding from FHFC 1st Allocation (total 15/16 FY funding \$794,095)  
Request allocation to housing cost center.

Requested by:  
Erin Malbeck

0780 - 5910001 TO G.F.  
001 - 381008 From SHIP

# 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: November 23, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 001: 001-3990001</b>	<b>Cash Carried Forward</b>	<b>\$ 92,000</b>
3100 -51210	Regular Salaries	\$ 48,985
3100 -52110	FICA	\$ 3,747
3100 - 52210	Retirement Contributions	\$ 3,611
3100 - 52310	H & A Insurance	\$ 19,988
3100 - 52410	Worker's Compensation	\$ 2,460
3100 - 534001	Other Contract Services	\$ 13,209

**State reason for this request:**

Carries forward permit fee revenue earmarked for an Office Assistant position and a Code Compliance Officer I position for the Inspection and Compliance Department as approved by the BOCC during the budget process.

**Requested by: Rhonda Royals/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-063**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of December, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

## Jayne Bell

---

**From:** Rhonda Royals  
**Sent:** Friday, November 20, 2015 9:52 PM  
**To:** Jayne Bell  
**Cc:** Tony Gomillion  
**Subject:** Re: budge modification request

Jayne,

Tony has explained that \$90+ thousand out of the \$390+ thousand estimated increase in permit fee revenues would be earmarked for the 2 positions listed below.

I will send you a copy of the workshop memo next week for backup.

Sent from my iPhone

On Nov 20, 2015, at 4:39 PM, Rhonda Royals <[RhondaR@santarosa.fl.gov](mailto:RhondaR@santarosa.fl.gov)> wrote:

*Jayne,*

*Per our conversation today, please seek board approval for a budget modification to add funding to our salary line for the following positions in department 3100:*

*Office Assistant – Range 10, Step 3 (\$22,380.80)*

*Code Compliance Officer I – Range 18, Step 1 (\$26,603.20)*

*These amounts do not include additional costs for health insurance, FICA, etc.*

Rhonda C. Royals  
Building Official  
Santa Rosa County  
[rhondar@santarosa.fl.gov](mailto:rhondar@santarosa.fl.gov)  
(850) 981-7024

---

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

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: November 23, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 001:</b>	<b>001-3990001</b>	<b>Cash Carried Forward</b>	<b>\$ 4,677</b>
	<b>0013 -5820030</b>	<b>Navarre Beach Sea Turtle CC</b>	<b>\$ 4,677</b>

**State reason for this request:**

Carries forward unspent funds for the Navarre Beach Sea Turtle Conservation Center.

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

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-064**

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

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

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

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of December, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: November 23, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 001:</b>	<b>0018 - 562001</b>	<b>Buildings</b>	<b>(\$ 27,836)</b>
	<b>9000 - 59100302</b>	<b>To Capital Fund</b>	<b>\$ 27,836</b>
<b>Fund 302:</b>	<b>302 - 3810011</b>	<b>From General Fund</b>	<b>\$ 27,836</b>
	<b>0720 - 562001</b>	<b>Buildings</b>	<b>\$ 27,836</b>

**State reason for this request:**

Transfers funds from the Economic Development Department for the construction of the overhang for the EDO Building to the Capital Fund where the original building was purchased as requested by the Finance Department.

**Requested by: Robert Miller/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-065**

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

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

**BUDGET DIRECTOR**

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of December, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

## Jayne Bell

---

**From:** Robert Miller <millerr1@flcfn.net>  
**Sent:** Thursday, November 19, 2015 11:42 AM  
**To:** Jayne Bell  
**Cc:** Clerk's Office - Wanda Harris  
**Subject:** FW: Economic Development Walkway

Jayne,

Since this has already been approved and the money is there, just not in the department it needs to be in, I'd really rather go ahead and pay it out of 0720 rather than do the journal entry later. If it is okay with you, I'll go ahead and lift the fatal on 0720 so we can get the invoice paid and you can get the budget mod approved at the next board meeting.

Thanks,

Bob

---

**From:** Wanda Harris [<mailto:harriswg@flcfn.net>]  
**Sent:** Thursday, November 19, 2015 11:06 AM  
**To:** Bob Miller  
**Subject:** FW: Economic Development Walkway

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**From:** Jayne Bell [<mailto:JayneB@santarosa.fl.gov>]  
**Sent:** Thursday, November 19, 2015 10:48 AM  
**To:** Clerk's Office - Wanda Harris  
**Subject:** RE: Economic Development Walkway

This will require a budget amendment I take to the Board. Mike had asked that we do it this way however I see exactly what you are saying. The money is in the 0018 department. Could this possibly be remedied with a journal entry if paid from 0018-562001? I am happy to do this any way that is best for y'all. Jayne

---

**From:** Wanda Harris [<mailto:harriswg@flcfn.net>]  
**Sent:** Thursday, November 19, 2015 10:30 AM  
**To:** Jayne Bell  
**Cc:** Henry Brewton  
**Subject:** Economic Development Walkway

Jayne

The attached invoice need to have the money moved from 0018-562001 to 0720-562001 which will fall under that capital outlay. This is where the original buildings were purchased, could you please do a budget mod. transferring the money to 0720-562001.

Also in years past when we have anything being done out of the 0720 we have given each project its own account number –example 5620015 or 5620025 and they would be that projects name.

Thanks

*Wanda G. Harris*

# 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: December 1, 2015

FROM: **Capital Projects 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:	Various	See Attached - Cash Carried Forward	\$ 1,532,240
To:	Various	See Attached - Reserves	\$ 1,532,240

**State reason for this request:**

Carries forward fund balances in the Capital Funds and places in reserves.

**Requested by Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-066**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of December, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

**BA2016-066 (cont)****Capital Project Funds**

Fund 311	3990001	Cash Carried Forward	\$	251,378
Fund 312	3990001	Cash Carried Forward	\$	414,368
Fund 313	3990001	Cash Carried Forward	\$	177,277
Fund 314	3990001	Cash Carried Forward	\$	215,651
Fund 315	3990001	Cash Carried Forward	\$	473,566
		Total Revenue	\$	<b>1,532,240</b>

2321	599001	Reserve for Contingencies	\$	251,378
2322	599001	Reserve for Contingencies	\$	414,368
2323	599001	Reserve for Contingencies	\$	177,277
2324	599001	Reserve for Contingencies	\$	215,651
2325	599001	Reserve for Contingencies	\$	473,566
		Total Reserves	\$	<b>1,532,240</b>

## BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: 12/01/2010

FROM: **Electric Franchise Fee 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:	106 – 3990001	Balance Forward	\$ 1,588,429
TO:	9106 –	See Attached for Transfers	\$ 760,900
	9106 – 5990015	Reserves – Economic Development	\$ 827,529

**State reason for this request:**

Carries forward prior year Electric Franchise Fee balances and places excess earnings in excess of budget in the reserves for each of the five (5) Districts.

**Requested by Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-067**

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

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

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

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of December, 2015.*

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

**Carry Forward of Electric Franchise Fee E-O-Y Balances**

2016-067	106	9106 59100311 To District I Recreation Projects	\$	152,180
		9106 59100312 To District II Recreation Projects	\$	152,180
		9106 59100313 To District III Recreation Projects	\$	152,180
		9106 59100314 To District IV Recreation Projects	\$	152,180
		9106 59100315 To District V Recreation Projects	\$	152,180
			\$	760,900
	311	311 3810001 From Electric Franchise Fee Fund	\$	152,180
		2321 599001 District I Reserves for Future Projects	\$	152,180
	312	312 3810001 From Electric Franchise Fee Fund	\$	152,180
		2322 599001 District II Reserves for Future Projects	\$	152,180
	313	313 3810001 From Electric Franchise Fee Fund	\$	152,180
		2323 599001 District III Reserves for Future Projects	\$	152,180
	314	314 3810001 From Electric Franchise Fee Fund	\$	152,180
		2324 599001 District IV Reserves for Future Projects	\$	152,180
	315	315 3810001 From Electric Franchise Fee Fund	\$	152,180
		2325 599001 District V Reserves for Future Projects	\$	152,180
	106	<b>Economic Development - Reserves</b>		
		106 399001 Cash Carried Forward	\$	827,529
		9106 5990015 Reserves - Economic Development	\$	827,529

# 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: December 1, 2015

FROM: **Landfill**  
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:	411 – 3990001	Cash Carry Forward	\$ 115,893
To:	2400 – 531001	Professional Services	\$ 53,226
	2400 – 546001	Repair & Maintenance	\$ 21,640
	2400 – 564001	Machinery & Equipment	\$ 41,027

**State reason for this request:**

To carry forward funds for design and engineering services required for intermediate permit modification for the Central Landfill (\$53,226); the repair/replacement of windows and doors at the scale house (\$21,640); and for a tarp deployment machine (\$41,027) as approved at the November 12, 2015 meeting.

**Requested by: Ron Hixson/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-068**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this **10th day Of December, 2015.**

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: December 2, 2015

FROM: **DISASTER 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:	001 – 3990001	Cash Carried Forward	\$ 992,000
	9000 – 59100119	To Disaster Fund	\$ 992,000
TO:	119 – 38100001	From General Fund	\$ 992,000
	2004 – 534001	Other Contractual Services	\$ 992,000

**State reason for this request:**

Funds the Disaster Fund for expenditures associated with the April 29, 2014 flood until state and/or federal reimbursement is received.

**Requested by Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-069

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

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

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

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of December, 2015.*

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: December 2, 2015

FROM: **Enhanced 911 Program**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>From:</b>	<b>3420 – 51310</b>	<b>Salaries</b>	<b>(\$ 6,786)</b>
<b>To:</b>	<b>3420 -- 531001</b>	<b>Professional Services</b>	<b>\$ 6,786</b>

**State reason for this request:**

To transfer funds for a three (3) month contract extension for 911 Emergency Communication Quality Assurance Services.

**Requested by: Brad Baker /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-070**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10th day Of December, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: December 3, 2015

FROM: **Santa Rosa Shores**  
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:	121 – 3990001	Balance Forward	\$ 2,738
To:	8200 – 5340038	Canal Maintenance	\$ 2,738

**State reason for this request:**

CCF CSA Ocean Sciences to address FDEP's request for additional information.

**Requested by: Henry Brewton /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-071**

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

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

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

BUDGET COMMITTEE ACTION

DATE: December 7, 2015

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

***PASSED AND ADOPTED*** by the Board of County Commissioners of Santa Rosa County, Florida on this **10th** day Of **December, 2015**.

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

## Henry Brewton

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**From:** Jeff Pate <jeffpate@bellsouth.net>  
**Sent:** Wednesday, November 25, 2015 1:05 PM  
**To:** Henry Brewton  
**Subject:** FW: Santa Rosa Shores - Invoice for services rendered - CSA Ocean Sciences  
**Attachments:** 2940.pdf; SRS HOA CSA\_ 57-0203765-006-EI\_Clarifications.pdf

Hello Henry,

Due to the FDEP's issuance of one more RAI ( Request for Additional Information), I had to re-engage CSA for one more round of answers to their seemingly never ending questions. I have attached a letter from CSA, in response to the latest FDEP RAI request. CSA has now revised our permit submittal (67 pages + appendices), and resubmitted it to the FDEP.

Please pay the attached invoice #18620 for \$2,738.00, from our MSBU fund, at your earliest convenience. I hope that this will be all for a while.

If you have any questions, please let me know.

Thanks,

Jeff Pate  
Santa Rosa Shores Home Owners, Inc.  
Canal Committee Chairman  
(205) 527-1227



# Invoice

Invoice # : **18620**  
 Voucher # : 1  
 Invoice Date : 11/20/2015  
 Due Date : 12/20/2015

**Billed To :** Santa Rosa Shores Homeowners  
 PO Box 6003  
 Gulf Breeze FL 32563

**Project:** Permit Tech Support

Accounts Payable

Billing Period End Date : 11/20/2015

Job # 2940	Project Mgr : Fonseca	Terms : 30DY	Order # :	
Description	Unit	Quantity	Price	Amount
RE: Santa Rosa Homeowners Association, Inc Independent Consultant Agreement				
Science and Technical Edit/Review 100% Complete	EA	1.000	2,738.00	2,738.00

This Billing was Approved by: *M. Fonseca / SW*

Final Billing:  Yes or  No Date: *11/20/2015*

Wiring Instructions:  
 Bank of America NA New York NY  
 Account # : 898068427662 Routing # : 026009593 Swift Code : BOFAUS3N

Non-Taxable Amount:	2,738.00
Taxable Amount:	0.00
Sales Tax:	0.00
<b>Amount Due USD</b>	<b>2,738.00</b>

*Thank you for your prompt payment!*



CSA Ocean Sciences Inc.

8502 SW Kansas Avenue  
Stuart, Florida 34997

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

Phone: 772-219-3000  
Fax: 772-219-3010

19 November 2015

Scott Casey  
Submerged Lands & Environmental Resources Program  
Florida Department of Environmental Protection  
160 W. Government Street, Suite 308  
Pensacola, Florida 32502-5740

Subject: Santa Rosa Shores Navigational Channel Dredging File No. 57-0203765-006-EI

Dear Mr. Casey:

As per our discussion during the conference call on October 29 regarding the subject file, and the requested RAI clarifications (your update dated 9 November), we have revised the document to provide the needed information. For convenience, the Project Description and Seagrass Mitigation Plan have been united in one document with all attachments. In addition, as per your request, we have specifically called out where the various clarifications were made, both here and in the text.

The entire document was edited for grammar and punctuation, but only portions where quantitative information was changed is highlighted (blue); that highlighted text may be cross-referenced to the responses embedded below. Deleted text is not shown. In this way, you will be able to ascertain easily that all requests have been met and the response to the RAI is now complete.

Please let us know immediately if we have not completed this task to your satisfaction. We look forward to the process moving forward as soon as possible.

Best regards,

Mark Fonseca, Ph.D.  
CSA Ocean Sciences Inc.

FOR  
Craig Martin  
Wetland Sciences Inc.

CC: Jeff Pate, SRS HOA

**Responses to requested clarifications embedded below.**

2. FWC's Division of Law Enforcement's Boating of Waterways Section comments, dated April 13, 2015, are attached. They have requested that all references to the implementation of a no wake zone or other boating restriction must be removed from the project. Please revise your project narrative. [A.H. Vol I, section 5.5.2.2]

*Ensure all references are stricken from the project description and mitigation plan.*

**Response #1: All reference to no wake zones and boating restrictions were deleted.**

4. The proposed project will impact 2.01 acres of seagrass habitat. Please remove references to 1.39 acres of seagrass impacts in the project narrative. [62-330.060, F.A.C.]

*As discussed in a meeting on October 29, 2015, it was determined that Section 3.0 of the mitigation plan needed to be corrected to reflect the correct methodology in determining the impact acreage. Please revise Section 3.0 of the mitigation plan.*

**Response #2: This section was corrected, including deletion of text from what is now page 10)**

8. The project narratives describes "a series of caution buoys or seagrass marker every 100 feet" and "Channel demarcation units including private aids to navigation and seagrass/shallow water signage, on 100 foot intervals." The signed and sealed Channel Marker drawing and the mitigation plan shows the markers at 150 foot intervals. Please revise the Channel Marker drawing and the mitigation plan. [62-330.060, F.A.C.]

*The mitigation plan appears to still reference intervals at 150 foot intervals.*

**Response #3: all sign intervals have been corrected to 120 foot intervals.**

10. Secondary impacts do not appear to have been addressed in the impact assessment. Please provide reasonable assurance that construction and use of navigational channels will not result in adverse secondary impacts to the adjacent seagrass habitat. If such assurance cannot be provided, UMAM will be used to calculate the functional loss associated with secondary impacts within a 25 foot buffer from the direct impact areas. As discussed during the site inspection on April 21, 2015, the "Channel Recovery Areas" will not be considered as mitigation. [A.H. Vol. I, section 10.2.7(a)]

*The response to question #10 mentions planting in "previously impacted areas." It is unclear if this is intended to be additional mitigation for the proposed impacts. Please clarify; pending your response, additional materials may be requested. As discussed during the site inspection on April 21, 2015, the "Channel Recovery Areas" will not be considered as mitigation. Please revise both the narrative and the mitigation plan to reflect the agreed upon mitigation areas.*

*Your recent submittals indicate that salvaged SAV will be planted in the Channel Recovery Areas. Please provide an estimate of transplanted areas (1 square meter or greater) that will occur in the recovery areas of the mitigation proposal. Provide an update UMAM utilizing the estimated area acreage.*

**Response #4: We have provided clarification of methods (extent measured from freely available aerial imagery) and an estimate of the area (Section 2.5.2 page 27). A revised UMAM is provided in Appendix C and includes the resulting small differences caused by the ‘unsuitable area’ (see more in Response # 6, below) and updated numbers placed in the text in Section 2.6, page 28).**

11. Please clarify the following regarding the current mitigation proposal [A.H. Vol. I, section 10.3]:

*A revised “Figure 13” is referenced several times in the response to question #11. Please provide this figure for review.*

- b. As discussed during the site inspection on April 21, 2015, please submit a revised drawing of the perturbation/mitigation area, including the revised acreage, to include the following:
- A buffer/corridor area located along portions of the shoreline excluding areas adjacent to shoreline stabilization/protection structures (seawalls, rip rap, etc.). *(In your response, a buffer of 10’ is indicated, however, revised drawings display only a 5 foot buffer.) Please revise the plan and drawings to include the 10 foot buffer.*

**Response #5: Figure 13 was revised to depict visually the buffer area that was being utilized throughout the process for all computations.**

- Depiction and exclusion of acreage from the mitigation area of any existing docking structures that have since been constructed within the proposed mitigation area.
- Exclude any locations that have been identified as unsuitable for planting. *Portions of the mitigation area have been identified as unsuitable depths for seagrass transplant. A specific area was addressed in an email dated August 8, 2015 from Mr. Mark Fonseca. Please exclude this area and any other areas of unsuitable depths from the acreage of the mitigation area.*
- Note: *a revised figure of the excluded acreage should also be included in the mitigation plan.*

*Provide the total square footage of the agreed upon area to be excluded from the mitigation area (perturbation area). Please provide a brief description as to how the total area was determined. Be sure to update the new total of acreage to all associated mitigation documentation and project drawings. Provide a brief list of revised documentation, including location and page number in document.*

**Response #6: This updated acreage is shown in the revised Figure 13 and the method for its delineation provided (Section 2.5.1 page 20). The total square footage was 655 sq ft. The influence of that change in available area (< ½ of 1 percent of the proposed planting area) was included in the UMAM (Response #4, above).**

**This document and the highlighted text comprises the requested revised documentation.**

d. Section 4.2.1 of the Mitigation Plan describes the “installation of temporary bioturbation exclusion measures”. Please provide more details, including methodology of installation, type and grade of material to be used, the duration of use of the exclusion materials, etc. Detail any impacts that may occur to the transplanted seagrass, as well as any newly spread seagrasses, that may occur during the extraction of the exclusion system.

*Provide the timeframe of wire mesh removal (stingray exclusion system) from the mitigation area to the mitigation plan.*

**Response #7: This information has been provided at Section 2.5.1., page 25 and Section 2.5.7 page 28-29, taking care to stipulate to the non-coated nature of the mesh material and its removal.**

h. The proposed mitigation area appears to be located within the riparian areas of adjacent properties. Please provide reasonable assurance that activities within the riparian areas will not compromise or inhibit the long-term viability of the proposed mitigation. [A.H. vol. I, sections 10.3.3.1 and 10.3.5]

*Please provide all certified mail return receipts (green cards) received from the letters mailed to the owners of riparian lots.*

**Response #8: The letter to Homeowners has been attached as Appendix B to the report; the certified mail return receipts were provided directly to Ms. Orr by the Santa Rosa Shores HOA under separate cover.**

1. It was noted in the response that 600 cubic yards of dredged spoil material will be remain at the spoil sites post project. Please clarify if this means 600 cubic yards per lot. Please be aware that payment of severance fees may be required if the proposed project is approved, in accordance with 18-21.001(3)(a)3, F.A.C.
2. As indicated in your response, turbidity monitoring results will be submitted every 30 days, however, if issued, the permit may be conditioned to submit turbidity monitoring data at timeframes less than every 30 days.
3. All revised project drawings must be signed and sealed by an engineer licensed in the State of Florida. [Application – 62-330.060(1), Section D, Part III]  
*Sheet 3 of 7 of the project drawings was not sealed by the project engineer. Please include a revised copy.*

**Response #9: The missing seal has been provided by the engineer and the complete set of signed sealed documents are provided in Appendix A. A hard copy will be made available upon request.**

**An updated reference (Lewis et al. 2006) was added (Literature Cited, page 33).**

No support documentation for this agenda item.