

July 22, 2013

**ECONOMIC DEVELOPMENT COMMITTEE**

1. Economic Development Legislative Update from Enterprise Florida, Inc.

No support documentation for this agenda item.

July 22, 2013

**ADMINISTRATIVE COMMITTEE**

1. Discussion of proposal from HOK, Inc. regarding proposed judicial facility.
2. Discussion of Navarre Beach Sea Turtle Conservation Center.
3. Discussion of TDC grant allocation in the amount of \$50,000 to support Navarre Beach Marine Science Center program as recommended by Tourist Development Council.
4. Discussion of waiver of fee for children under 12 at Navarre Beach Fishing Pier during month of October for Kids Fish Free event as part of Beaches to Woodlands Tour.
5. Discussion of use of the Navarre Park for the 19<sup>th</sup> annual Christmas in the Park/JingleFest sponsored by the Navarre Beach Area Chamber of Commerce Saturday, December 7, 2013.
6. Discussion of annual designation of surplus property for disposal by Clerk of Courts.
7. Discussion of addition of a voluntary long term disability policy at no cost to the county as recommended by Director of Human Resources and Employee Benefits Group.
8. Discussion of contract with West Florida Recycling for recycling service in Santa Rosa County.
9. Public Hearing items scheduled for 9:30 a.m. Thursday, July 25, 2013: NONE



# SANTA ROSA COUNTY COURTHOUSE

Scope of Services

*presented by HOK & Hatch Mott MacDonald*

July 22, 2013



Hatch Mott  
MacDonald

# PHASES OF THE PROCESS

## STEERING COMMITTEE SELECTED

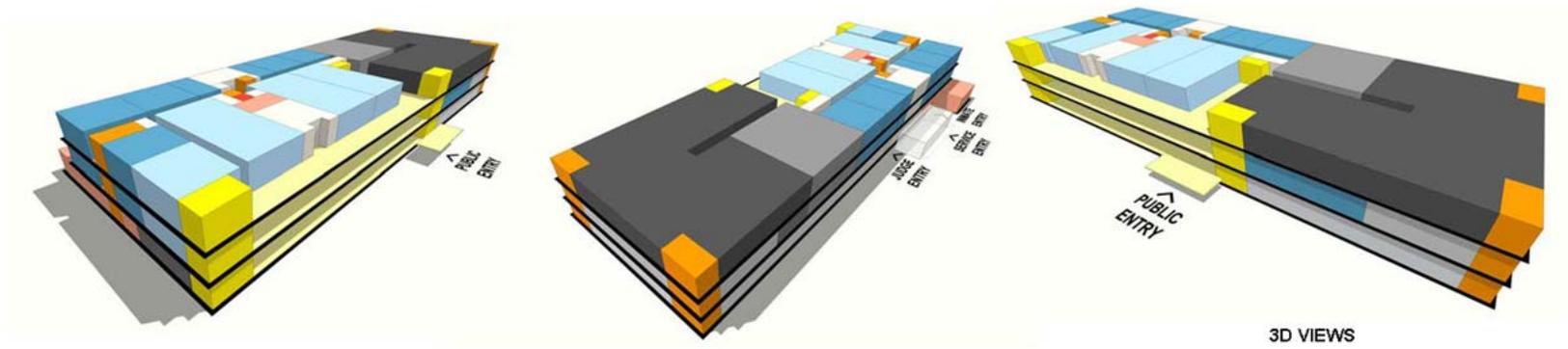
**Phase I - SITE(S) IDENTIFICATION & SELECTION**

PROGRAM VERIFICATION

**Phase II - PRELIMINARY DESIGN**

PROJECT COST ESTIMATE

**Phase III - PUBLIC MEETINGS / PRESENTATIONS**



3D VIEWS

# Phase I - *SITE(S) IDENTIFICATION & SELECTION*

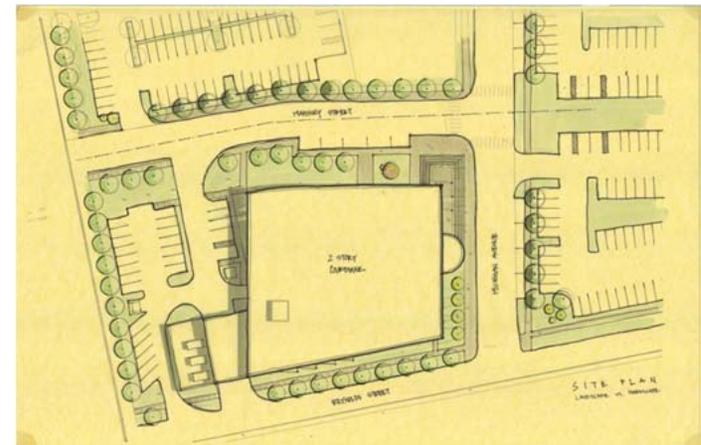
- PRELIMINARY SITE SUITABILITY ANALYSIS

*(ZONING, CONCURRENCY, PERMIT REQUIREMENTS)*

- TOPOGRAPHICS SURVEY
- VEHICULAR ACCESS / PARKING
- TRAFFIC ANALYSIS
- UTILITIES

*(WATER / WASTEWATER / FIRE FLOW)*

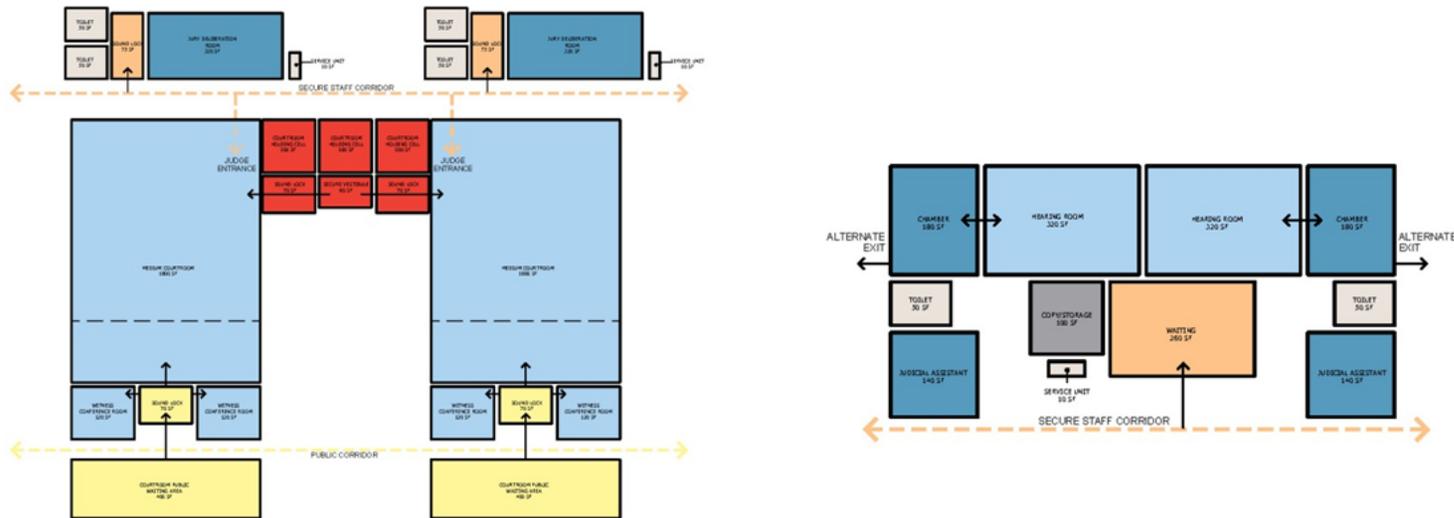
- STORMWATER MANAGEMENT
- GEOTECHNICAL EVALUATION



# Phase I - PROGRAM VERIFICATION

REVIEW PROGRAM BOOKLET FROM MARCH 5, 2012 AND CONFIRM IF ANY CHANGES OR UPDATES NEED TO OCCUR:

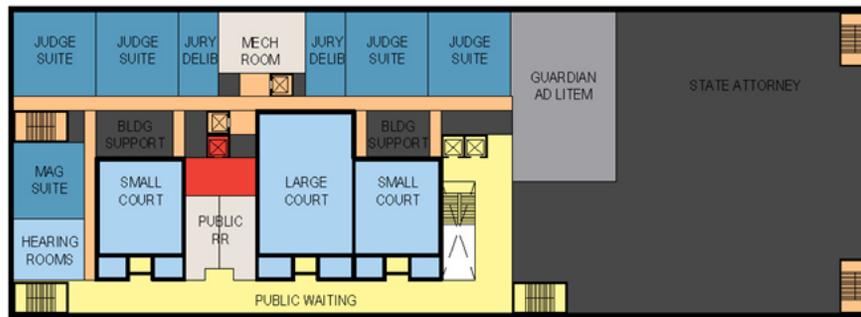
- USER AGENCIES TO BE INCLUDED
- ARE THERE ANY CHANGES TO THE PROGRAM?
- WHAT ARE THE FUTURE GROWTH EXPECTATIONS?



## Phase II - PRELIMINARY DESIGN

### PROJECT VISION MEETING

- DESIGN CAN START WHILE SITE DUE DILIGENCE OCCURS
- SET COST & QUALITY STANDARDS
- ENERGY EFFICIENCY GOALS
- WHAT IS THE IMAGE OF THE COURTHOUSE?
- FUNCTIONAL AND OPERATIONAL IMPROVEMENTS
- FLOOR PLANS-DESIGN & APPROVAL
- EVALUATION OF DELIVERY MODEL (DB, DBB, CM etc.)



## Phase III - *PUBLIC MEETINGS / PRESENTATIONS*

- DESIGN PRESENTATION WITH APPROVED IMAGE, DESIGN CONCEPT, FLOOR PLANS & BUDGET



# *DELIVERABLES*

- SITE PLANS
- FLOOR PLANS
- SECTIONS
- ELEVATIONS
- COURTROOM LAYOUTS
- EXTERIOR RENDERINGS
- INTERIOR RENDERINGS
- NARRATIVE TO DESCRIBE SITE, BUILDING (EXTERIOR & INTERIOR MATERIALS), STRUCTURE, MEP SYSTEMS, SECURITY/IT SYSTEMS, FF&E
- PROJECT SCHEDULE
- COST ESTIMATE-WORK WITH COUNTY TO DEVELOP PROJECT BUDGET

## SCHEDULE

- SITE SELECTION-TBD
- PROGRAM VERIFICATION-4 WEEKS
- DESIGN-8 WEEKS
- CONSTRUCTION COST & PROJECT BUDGET-4 WEEKS
- START AUGUST 1<sup>ST</sup>-COMPLETE BY YEAR END READY TO SHOW



# Conservation Through Community Education





## Preliminary Cost Estimates

Tri-Breeze, Inc. (Labor and materials-roof, framing, siding, HVAC)	\$41,000
Lowes Home Centers, Inc. (Windows/doors)	\$ 6,000
Electrical (Wire, breakers, grounding)	\$ 1,500
Aqua Pool & Patio (16x24x5, includes all concrete work)	\$22,000
Filtration for Pool (Pumps, bead filters, UV sterilizers, protein skimmer, bio-filter, installation)	\$28,000
<b>Total</b>	<b>\$98,500</b>



## Donations, Fundraising and In-Kind Services September 2012-June 2013

### Donations and Fundraising

**Total - \$26,471**

### Volunteer Hours – Includes participation in events and community presentations, construction, clean-up, interpretive design and administrative duties

Total hours – 1,645

Dollar value of volunteer hours – **\$35,844**

(Computed using Independent Sector figures for 2011 @ \$21.79 per hour, Slide 4)

### In-Kind Donations

Marketing - \$3,000.00 (Sand Paper Marketing)

Medical Equipment - \$53,545.00 (Baptist Health Care, Gulf Breeze Hospital)

Medical supplies – \$800.00 (Wildlife rehabilitators in Alabama and Central Florida)

Electrician services - \$500.00 (Kenny Simmons, BDI, Inc.)

**Total - \$57,845**

**Total - \$120,160**



## Independent Sector Volunteer Hour Conversion

<b>1980:</b> \$7.46	<b>1991:</b> \$11.76	<b>2002:</b> \$16.74
<b>1981:</b> \$8.12	<b>1992:</b> \$12.05	<b>2003:</b> \$17.19
<b>1982:</b> \$8.60	<b>1993:</b> \$12.35	<b>2004:</b> \$17.55
<b>1983:</b> \$8.98	<b>1994:</b> \$12.68	<b>2005:</b> \$18.04
<b>1984:</b> \$9.32	<b>1995:</b> \$13.05	<b>2006:</b> \$18.77
<b>1985:</b> \$9.60	<b>1996:</b> \$13.47	<b>2007:</b> \$19.51
<b>1986:</b> \$9.81	<b>1997:</b> \$13.99	<b>2008:</b> \$20.25
<b>1987:</b> \$10.06	<b>1998:</b> \$14.56	<b>2009:</b> \$20.85
<b>1988:</b> \$10.39	<b>1999:</b> \$15.09	<b>2010:</b> \$21.36
<b>1989:</b> \$10.82	<b>2000:</b> \$20.85	<b>2011:</b> \$21.79
<b>1990:</b> \$11.41	<b>2001:</b> 16.27	<b>2012:</b> \$22.14

Please note: Values starting in 1990 were adjusted to reflect a new data series released by the Bureau of Labor Statistics.



East Side of Building  
Addition and Main Exhibit Pool Area  
8740 Gulf Blvd.



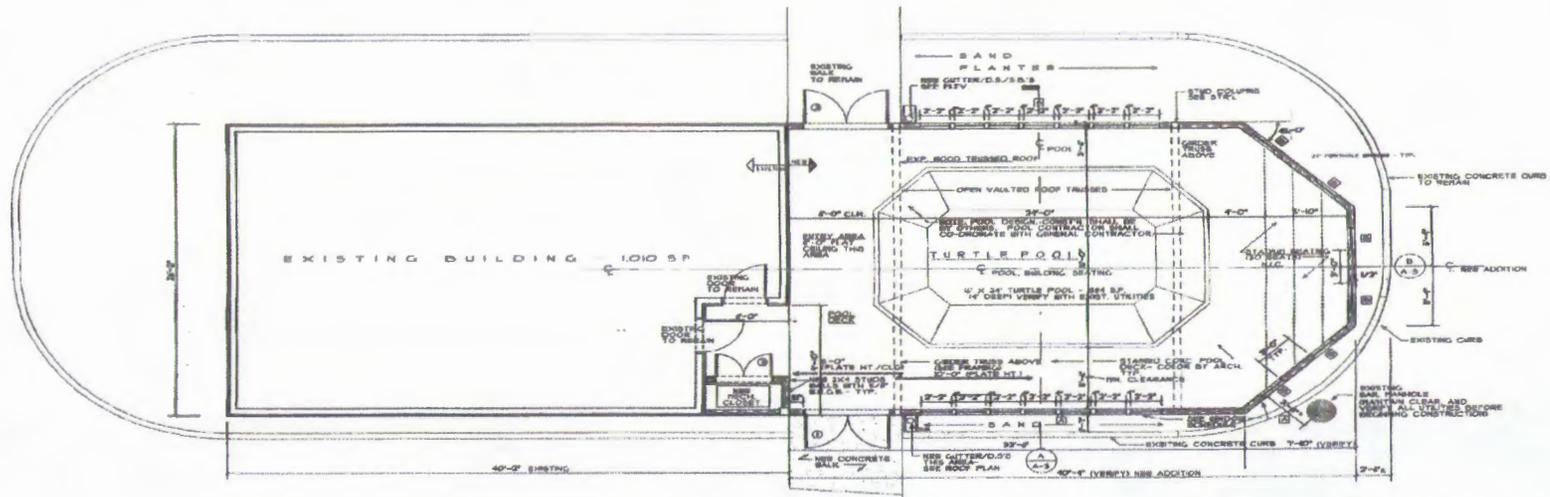


South View  
8740 Gulf Blvd.





# Architectural Plan for Addition and Main Exhibit Pool Area



AREAS- EXISTING BUILDING- 1010 SF.  
NEW ADDITION  
TOTAL- 2000 SF.

PROPOSED ADDITION FOR  
SENECA RIVER TURTLE  
CONSERVATION CENTER  
400 SOUTH ROAD  
MYAKKA BEACH FLORIDA 33544  
OWNER: SANTA ROSA COUNTY  
DATE: FEBRUARY 2013  
ARCHITECT: RONALD EDWIN WILLIAMSON  
FLORIDA LICENSE 15488



**FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

RON WILLIAMSON & ASSOCIATES, INC.  
ARCHITECT  
100 N. W. 10th Ave.  
Suite 1000  
Fort Lauderdale, FL 33304  
Phone: 754-561-1234  
Fax: 754-561-1235  
A-1



**Thank You!**



**EVENT /PROJECT BUDGET - 2013**

	<b>Expense</b>	<b>Expense Description</b>
<b>Awards/Certifications</b>	\$ 2,500	Center of Excellence - Design and Development
<b>Supplies</b>	\$ 9,570 \$ 5,000	Microscopes 10 @\$95, fishing poles 25 @ \$27, kayaks single 11 @ \$295 double 6 @\$700, 25 small tackle boxes and fishing tackle 25 @ \$20 Paddle Board - In-kind for Events \$5000
<b>Fees</b>	\$ NA	
<b>Food</b>	\$ NA	
<b>Insurance</b>	\$ 2,000	
<b>Marketing</b>	\$ 12,300	Website \$1000, Billboards \$6500, Social Media - \$1500, Brochures/Rack Cards \$2000 - Design - \$1300
<b>Administration (Instructors to develop and teach programs, program assistants to design and staff additional programs)</b>	\$ 17,635 \$ 10,680	450 hours: 20.30 / hr teachers =\$8120.. and 850 hours 10.00 /hr for Teacher Assistants =\$8500. 500 Volunteer hours valued at \$21.36 per hour = \$10,680
<b>Curriculum Design - Training</b>	\$ 5,995	Curriculum development \$4795 - 24- hour mandatory training - \$1200 (training includes: curriculum instruction, customer service, process and safety)
<b>Program event planning and coordination</b>	\$ 5,000	Staff programming and planning 238 hours @ \$21.00 per hour
<b>Promotional Items</b>	\$ 3,500	T-shirts - Promo Items 500 x \$6 - Novelties \$2 x 250
<b>Program Data and Reporting</b>	\$ 12,000	Program reporting - analysis, Data collection and compilation, Database management information
<b>Total Program Cost</b>	\$ 82,680.00	All program expenses
<b>TOTAL TDC Request 2013</b>	\$ 50,000.00	Total request from TDC

<b>Other Funds</b>	<b>Income</b>	<b>Source of Income</b>
<b>Admissions/Anticipated Fees</b>	\$ 6,000	Program registration fees will range from free to \$35 pp depending on the type and length of event.
<b>Sales</b>	\$ 2,000	T-shirts - Novelties
<b>TOTAL PROJECT (including grant and income)</b>	\$ 58,000	**Not including funds from other sources - see below

<b>Sponsorships</b>	<b>\$ 5,000</b>	<b>Title sponsors - paddle board use in-kind</b>
<b>Volunteer In-kind to support programs</b>	<b>\$10,680.</b>	<b>The current value (2013) is \$21.36 an hour. Approximately 500 hours of volunteer hours of service is valued at \$10680.00.</b>
<b>Additional staffing costs not covered in grant request</b>	<b>\$ 17,000.</b>	<b>Consulting/Reporting services, additional instructors,</b>
<b>Total Other Sources</b>	<b>\$ 32,680.00</b>	
<b>Profit</b>	<b>\$ 0</b>	<b>***Any profits will go toward additional program development</b>

Thank you!

## GRANT APPLICATION

### History / Accomplishments of Organization:

NWFL MARINE EDGE was formed as a non-profit organization to expand programs of the Navarre Beach Marine Science Station and offer year-round family-centric eco-tourism programs that cultivate citizen scientists through conservation, education and sustainable ecosystems.

NWFL MARINE EDGE project goal is four-fold: 1) to brand Navarre Beach as the destination for eco-tourism; 2) to provide family oriented visitor events and education centered around a theme of sustainable marine ecosystems; 3) to promote research and education through partnerships with Universities and Colleges throughout the state which will add a unique visitor population in non-season months; 4) expand programming and visitor opportunities by constructing the Gulf Coast Discovery Center which will serve as a hub for community education and conservation activities, information, watershed exhibits and events on Navarre Beach.

Test programs have been featured for visitors of the area to determine interest, participation and future opportunities. During the test phase (no direct marketing only website announcements) 528 visitors participated in programming with 88 of those participating coming from areas outside of Santa Rosa County. Of those visitors, 98% stated if there were an activity specific for families or children, they would make a return visit to Navarre Beach in the Fall and Winter (off season) months.

### Background:

The Navarre Beach Marine Science Station (NBMS) mission is to promote the appreciation, conservation, and understanding of the marine ecosystem of coastal Florida through education, service and hands-on, feet-wet experience. The Science Station has incorporated a unique "each-one, teach-one" model which allows high school and college students to study about Florida's ecosystems at the beach and gain real world experience, college credit and credit toward Florida's Bright Futures Scholarship by imparting the knowledge they have learned to other students, community members and visitors. Led by award winning Project Director, Charlene Mauro, NBMS has received National recognition for the programs offered and the model used for instruction. It is truly a gem of the Emerald Coast.

As a program of the Santa Rosa County School District, the Marine Science Station supports 5000 people (students and parents) from Santa Rosa and surrounding counties annually. The Marine Science station receives requests for family oriented, marine education and ecotourism events from community members and visitors to Navarre Beach. The requests grow each year. The opportunities are endless.

To facilitate this opportunity for economic restoration, environmental restoration and tourism development, local community leaders formed Northwest Florida Marine Education and Discovery of Gulf Ecosystems, Inc. (EDGE), a non-profit organization that supports current Marine Science Station activities and expanded visitor programs.

**PROGRAM INFORMATION:**

**Title:** Gateway to the Gulf - Off Season Programming

**Projected Targeted Recipients:** Out-of-town visitors

**Projected Targeted out of town tourists expected to participate:** 10000 - 2013 25000 - 2014

**Age of Participants:** all ages

**Targeted Audience:** Families with children and individual visitors interested in environmentally engaging tourism opportunities

**Description of Participants:** Visitors (tourists), students, teachers, local businesses, and community members

**Description of Project:**

Funds for the development and implementation of programming for year-round, eco-tourism programs for 2013 in the amount of \$50,000 and future years at \$75,000.

**Off-season promotional campaign**

- Postcard campaign
- Billboards in Primary Markets
- Social Media
- Rack-cards and Brochures

**Off-season program development, implementation and coordination to include:**

- Guided Walking Tours
- Self-Guided Tours
- Kayak Tours with Master Naturalist
- Family Programming - The Glowing Beach
- Marine Debris Education and Programming - Leave No Trace
- Be Thankful for the Gulf - November Programming
- Santa, Sand And Sea - December Programming
- Fitness, Fish and Fun
- Shell Excursions and Identification
- Prepare the Gulf Coast Discovery Center for submission as a Center for Excellence in Marine Education

**Planned outcome of the project:**

NWFL MARINE EDGE overarching project outcome is four-fold: 1) to brand Navarre Beach as the destination for eco-tourism; 2) to provide family oriented visitor events and education centered around a theme of sustainable marine ecosystems; 3) to promote research and education through partnerships with Universities and Colleges throughout the state which will add a unique visitor population in non-season months; 4) expand current space by constructing the Gulf Coast Discovery

Center which will serve as a hub for community education and conservation activities, information, exhibits and events on Navarre Beach.

**NWFL MARINE EDGE** expected direct economic impact from project activities and promotion include:

**Economic Impact:**

2013 - 10,000 visitors - Direct impact - \$2,150,000.

2014 - 25,000 visitors - Direct impact - \$5,375,000.

2015 - 50,000 visitors - Direct impact - \$10,750,000.

*\* family of four - four night stay - avg.room rate of \$123. - avg.daily family spending of \$215.*

The project is expected to generate the following new lodging tax revenues:

**Lodging Tax Impact:**

2013 - \$49,200 in new lodging tax revenue

2014 - \$123,000 in new lodging tax revenue

2015 - \$246,000 in new lodging tax revenue

**Marketing and Publicity Summary:**

NWFL Marine EDGE has a database of 2500 contacts including address, phone and email addresses for direct marketing.

The marketing plan for new programs includes:

- **Postcard campaign** - Frequency: ongoing - Direct marketing to summer visitors for return visits in FALL and WINTER
- **Package offers** - Frequency: timed with events - in conjunction with lodging management and TDC -
- **Billboards** - Frequency: four weeks prior to major programming - Three billboards targeted to key interstate corridors in Primary Markets that feature programming and will rotate through November
- **Rack cards** - Frequency: ongoing by event - Rack cards that feature monthly programming and regular hours of the current Science Station and future Gulf Coast Discovery Center
- **Walking tour cards** - Frequency: ongoing - Featuring TDC information
- **Shell excursion cards** - Frequency: ongoing - Shell Id cards as take aways from Guided Walking tours featuring calendar of events for future visits and TDC information.
- **Brochures** - Frequency: ongoing by event - Program specific brochures featuring TDC information
- **Website** - Frequency: ongoing - Programming announcements - Calendar of Events - TDC link
- **Social Media** - Frequency: ongoing - Twitter, Facebook, Pinterest and Groupon
- **Publications** - Frequency: ongoing - Stories and programming testimonials

### **Evaluation Plan and Processes**

NWFL Marine EDGE has an external evaluator of our program. An evaluation plan is included in the submission package. The external evaluation plan will combine traditional methods such as surveys, and interviews along with more dynamic methods such as visitor interviews and satisfaction surveys.

**Reporting:** Monthly reporting will be provided to the South End Committee and Tourist Development Council on the following elements.

- Number of Visitors
- Total visit days
- Estimate of daily expenditures (based on surveys)

### **Measurement:**

1. Reporting on stated match to TDC contribution - .50 for each \$1 awarded to NWFL Marine EDGE
2. Accounting of expenditures
3. Economic Impact analysis
  - Visitor counts - including originating city
  - Average daily spending
  - Average lodging rates
  - Total number of visitor days
  - Estimate of new lodging tax receipts against actual collections
4. Anecdotal visitor information from direct contact and Social Media sources
5. Bi-annual visitor survey

### **Community Support:**

Our community supports this exciting opportunity. Letters of support available upon request.

- Florida Fish and Wildlife
- Guy Harvey Foundation
- Pensacola State College
- Navarre Beach Leaseholders Association
- Navarre Area Board of Realtors
- Santa Rosa County School Board
- Santa Rosa County Board of County Commissioners
- Santa Rosa Education Foundation
- Audobon
- National Wildlife Federation
- Local Business Owners
- University of Florida IFAS Sea Grant and 4-H Extension
- Gulf of Mexico Coastal Ocean Observing System (GCOOS)

- NOAA
- Gulf of Mexico Alliance
- Senator Evers
- Representative Broxson

**LIST IN KIND SUPPORT:**

- Santa Rosa County Commission: Land in Navarre Beach Park adjacent to current Science Station and \$10,000 seed money for initial architectural drawings.
- NWFL Marine EDGE, Inc. has also received individual and private donations, programming fees and corporate sponsorship.
- Direct matching funds are estimated to be .50 to \$1 of TDC contribution.  
(e.g. \$50,000 will be leveraged to equal \$75,000. \$75,000 will be leveraged to equal \$112,500.)
- Volunteer Hours (estimated total 500 hours in kind support from current students serving as peer teachers). Value of in kind support based on the Annually Independent Sector, a coalition of approximately 550 charities, foundations and corporate giving programs, calculates an hourly dollar value of volunteer time. The current value (2012) is \$21.36 an hour. Approximately 100 hours of volunteer hours of service is valued at \$2136.00. Total volunteer in-kind services annually - \$10,680.

**BUDGET GRANT REQUEST: \$50000 -2013**

**How will you use this grant money?** Funds for the development and implementation of programming for year-round eco-tourism programs for 2013 in the amount of \$50,000

**Off-season promotional campaign**

- Postcard campaign
- Billboards in Primary Markets
- Social Media

**Off-season program development, implementation and coordination to include:**

- Guided Walking Tours
- Self-Guided Tours
- Kayak Tours with Master Naturalist
- Family Programming - The Glowing Beach
- Marine Debris Education and Programming - Leave No Trace
- Be Thankful for the Gulf - November Programming
- Santa, Sand And Sea - December Programming
- Fitness, Fish and Fun
- Shell Excursions and Identification
- Prepare the Gulf Coast Discovery Center for submission as a Center for Excellence in Marine Education

**BUDGET GRANT REQUEST: \$75000 - 2014****WTR-TV - Watch the Reef TV - Marine Life Viewing and Water Quality Monitoring**

- o Underwater self-cleaning camera with scientific nodes for water quality monitoring, salinity and temperature monitoring
- o Oceans Classroom - Data conversion software to allow easy viewing of water quality, salinity and temperature for easy viewing by visitors to the Gulf Coast Discovery Center and Navarre Beach
- o Outdoor television with live web streaming and viewing of reef habitat and marine life - specifically targeted to visitor populations that are unable to snorkel, dive or otherwise enjoy the reefs in the Gulf of Mexico

**Off-Season Programming and Promotion - Continuation and Enhancement of 2013 Programming****Off-season promotional campaign**

- o Postcard campaign
- o Billboards in Primary Markets
- o Social Media

**Off-season program development, implementation and coordination to include:**

- o Guided Walking Tours
- o Self-Guided Tours
- o Kayak Tours with Master Naturalist
- o Family Programming - The Glowing Beach
- o Marine Debris Education and Programming - Leave No Trace
- o Be Thankful for the Gulf - November Programming
- o Santa, Sand And Sea - December Programming
- o Fitness, Fish and Fun
- o Shell Excursions and Identification

**2015 and Beyond**

Beginning in 2015, an annual plan and detailed budget will be delivered to the TDC for program approval. It is the intent for NWFL Marine EDGE to collect and report visitor data to the TDC. Further, it is the intent of NWFL Marine EDGE to adjust programming based on survey data from visitors to ensure fresh, undated programming to increase and improve visitor overnights in Santa Rosa County.

**What benefits will the TDC receive in association with this project?**

Santa Rosa County TDC will receive expanded reach to visitors through direct and package marketing for "off-season" when lodgings tax revenue is substantially reduced. Programming publicity will include TDC information, logo and link to website for expanded opportunities. In

addition, cross-marketing with other attractions in the Navarre Area as well as attractions in the North End of Santa Rosa County will be cultivated for programming and increased visitor overnight stays.

**TDC Return on Investment**

**Economic Impact:**

2013 - 10,000 visitors - Direct impact - \$2,150,000.

2014 - 25,000 visitors - Direct impact - \$5,375,000.

2015 - 50,000 visitors - Direct impact - \$10,750,000.

*\* family of four - four night stay - avg.room rate of \$123. - avg.daily family spending of \$215.*

**Lodging Tax Impact:**

2013 - \$49,200 in new lodging tax revenue

2014 - \$123,000 in new lodging tax revenue

2015 - \$246,000 in new lodging tax revenue

**Hunter Walker**

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**From:** Dorothy Slye [dorothy.slye@gmail.com]

**Sent:** Thursday, July 18, 2013 9:59 AM

**To:** Hunter Walker

Just checking in to make sure that the commissioners are going to again make October the kids fish free month. We are planning our 4th annual "Take a Kid Fishing" day on Navarre Pier for October 12 during the beaches to woodlands tour sponsored by the Tourist Development Council.

I have a request from the Holley by the Sea Fishing Club for a one year pass to be used as a raffle prize. The club uses the money to help support the Take a Kid fishing day as well as other fishing related programs that they help sponsor.

Thank you for your consideration.

DS

JUN 11 2013



July 11, 2013

Mr. Hunter Walker  
Santa Rosa County Administrator  
6495 Caroline Street #M  
Milton, FL 32570-4592

Dear Mr. Walker:

The Chamber is making plans for its **19th Annual Christmas in the Park/JingleFest** scheduled for Saturday, December 7, 2013. The event has proven to be popular with area residents and visitors with hundreds of families attending last year.

The Chamber is requesting use of the entire park, to include the pavilions where Santa's Workshop, Mrs. Claus' Bakery, and other events will take place. As in previous years, we will need the requested area reserved for the entire day, but the actual event hours are from 2:00pm until 6:00pm. The park will be decorated prior to the event and the decorations will remain in the park until after the first of the year.

Please let me know if you have any questions.

Thank you for your consideration.

Sincerely,

Kelley Fuller  
President & CEO



**DONALD C SPENCER**  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
SANTA ROSA COUNTY, FLORIDA

Clerk of the County Court & Comptroller  
Recorder of Deeds  
Clerk and Accountant of the Board of County Commissioners  
Custodian of County Funds  
County Auditor

6

**Wanda G. Harris**  
**Property Inventory Clerk**  
**6495 Caroline Street**  
**Suite B**  
**Milton Florida 32570**  
**P O Box 472**  
**Milton, Florida 32572**  
**Telephone: (850) 983-1956**  
**Fax: (850) 983-1985**

July 3, 2013

Mr. Hunter Walker  
C/o Santa Rosa County Board of Commissioners

Dear Mr. Walker:

During the process of the yearly inventory, it has been noted that there are inventory items that are broken, damaged, out of date, and some that have been in need of upgrading. These items are far less or have no value. Please consider these items to be surplus.

The Santa Rosa Board of Commissioners is being petitioned to classify these low or no value items as surplus and to approve the disposal of surplus by the most cost efficient method.

Your immediate attention in this matter will be greatly appreciated.

Sincerely,

Michael Burton, CPA  
Financial Services Administrator/Fiscal

WGH/attachments

2013 Recycle									
Department	Qty	Item	VIN/SN	Reason	Red	Inventory #	Amount	Date	Notes
PROCUREMENT STATES ATTY	1	Copier	ICG3LT0012	Broken		01400E0002	\$ 9,282.50	1/27/2004	
	6	Dell Computers	FHWJX51	Replaced		53000E0018	\$ 1,147.38	1/3/2005	
			5JWJX51	Replaced		53000E0020	\$ 1,147.38	1/3/2005	
			HOW92B1	Replaced		53000E0033	\$ 1,125.10	7/25/2006	
			HVWSBB1	Replaced		53000E0037	\$ 1,130.31	8/15/2006	
			2WWSBB1	Old		53000E0038	\$ 1,130.31	8/15/2006	
			SLP6T21	Old		53000E0003	\$ 1,174.00	7/14/2003	
TAX COLLECTOR	1	1998 Ford Explorer	1FM2U32X4WUC22318	used for trade in		0050-9500	\$ 21,995.00	5/13/1998	this was traded in on new vehicle
	1	Laptop	MXL84217H63	Does not work		00500E0052	\$ 1,748.00	11/26/2008	
	1	Mail Machine		old/replaced with new		0050-0443	\$ 6,069.00	8/26/1998	
	3	HP Printer	CNBDB41939	Broken		00500E0010	\$ 1,047.99	6/15/2004	
			CNBGG39353	Old		00500E0014	\$ 1,047.99	9/27/2004	
			CNBGH56819	Old		00500E0016	\$ 1,047.99	9/27/2004	
	1	Desk		Removed when renovated office		00500E0008	\$ 1,417.09	9/26/2001	
	1	Computer	6RSMZC1	Broken		00500E0049	\$ 1,377.50	8/2/2007	
PROPERTY APP	1	Copier	H7016701613	Old not working good		00400E0079	\$ 7,689.00	10/31/2001	
	3	Computers	40425149	Unserviceable		00400E0142	\$ 2,251.00	11/16/2007	
			4642759-0001	Unserviceable		00400E0148	\$ 1,018.66	7/25/2008	
			4642761-0001	Unserviceable		00400E0149	\$ 1,018.66	7/25/2008	
	1	Switch	04007MMV6E5D858	Out of Date		00400E0113	\$ 1,089.95	6/13/2002	
	12	Tablets	R4806226	Old		00400E0109	\$ 2,679.10	9/28/2004	
			R7606400	Old		00400E0130	\$ 3,515.57	6/28/2007	
			R7902536	Old		00400E0136	\$ 3,358.37	9/28/2007	
			R7902537	Old		00400E0137	\$ 3,358.37	9/28/2007	
			9906690	Old		00400E0160	\$ 2,261.59	9/18/2009	
			9906691	Old		00400E0161	\$ 2,261.59	9/18/2009	
			9906686	Old		00400E0162	\$ 2,261.59	9/18/2009	
			9906687	Old		00400E0163	\$ 2,261.59	9/18/2009	
			9906688	Old		00400E0164	\$ 2,261.59	9/18/2009	
			9906689	Old		00400E0165	\$ 2,261.59	9/18/2009	
			9906692	Old		00400E0166	\$ 2,261.59	9/18/2009	
			9906693	Old		00400E0167	\$ 2,261.59	9/18/2009	
ENGINEERING	1	Solo Gis Ranger	20894	Out of date/old		0200EQ0026	\$ 3,895.00	9/30/2002	
	2	Beacon Receivers	800295	Out of date/old		0200EQ0027	\$ 2,495.00	9/30/2002	
				Out of date/old		0200EQ0029	\$ 2,495.00	9/30/2002	
	1	Precision System	SW420022102	Out of date/old		0200EQ0028	\$ 6,995.00	9/30/2002	
	1	Sony Digital Camera	56346	Out of date/old		0200EQ0049	\$ 1,114.96	9/13/2000	
PHONE SYSTEMS	**Phone Systems within the County have been replace with the new VOIP System**								
	1	Phone System	Courthouse Phones	Replaced		0720EQ0002	\$ 25,494.75	9/7/2004	
			Courthouse Extension	Replaced		0720EQ0002-0001	\$ 154,349.28	10/26/2004	
	1	Bellsouth System	State Attorney	Replaced		0720EQ0003	\$ 58,748.68	5/8/2007	
	1	Bellsouth System	EOC Building	Replaced		0720EQ0005	\$ 25,758.26	6/12/2007	
	1	Phone System	Road & Bridge	Replaced		21000E0010	\$ 9,214.11	4/25/2006	
	2	Phone System	Animal Services	Replaced		2500EQ0036	\$ 2,849.11	4/12/2011	
			Animal Services	Replaced		23100E0008	\$ 7,027.00	4/24/2001	
	1	Phone System	Public Services	Replaced/lightning		CNTYCOMP 1	\$ 101,625.94	9/30/2002	
			EOC Building	Replaced		CNTYCOMP 1-003	\$ 2,783.44	9/30/1997	
C O F C &									
PROBATION	1	RM 600 Server System	RM600	Old out of date		0030-0165	\$ 163,198.00	10/31/1994	Clerk old system
	1	CD Duplicator	ACCUpro	Old not working		00300E0004	\$ 2,272.08	5/7/2002	

	10	Computer	CNO72294	Out of date	00300E0043	\$ 1,104.00	12/4/2001		
C O F C a			3494793-0001	Broken	00300E0605	\$ 1,142.00	9/16/2003		
PROBATION			3494797-0001	Broken	00300E0607	\$ 1,142.00	9/16/2003		
			3494795-0001	Broken	00300E0618	\$ 1,142.00	9/16/2003		
			3861972-0001	Un-repairable/Broken	00300E0670	\$ 1,113.00	12/17/2004		
			3861973-0001	Un-repairable/Broken	00300E0671	\$ 1,092.00	12/17/2004		
			2C638B1	Un-repairable/Broken	55000E0050	\$ 1,086.39	8/14/2006		
			3C638B1	Replaced out of date	55000E0052	\$ 1,086.39	8/14/2006		
			6C638B1	Replaced out of date	55000E0054	\$ 1,086.39	8/14/2006		
			7C638B1	Replaced out of date	55000E0055	\$ 1,086.39	8/14/2006		
			8C638B1	Replaced out of date	55000E0056	\$ 1,086.39	8/14/2006		
	2	Laptop	4373771-0001	Broken power supply	00300E0432	\$ 2,050.00	6/28/2007		
			3462748-0001	Broken/cannot load software	00300E0609	\$ 2,359.00	9/16/2003		
	8	Printer	CCA62233952	Not working	00300E0123	\$ 2,615.83	9/27/2002		
			JPLGP20651	Broken un-repairable	00300E0127	\$ 2,115.85	9/30/2002		
			USDQ026417	Broken	00300E0234	\$ 1,250.00	11/6/1998		
			USDQ026413	Broken	00300E0235	\$ 1,250.00	11/6/1998		
			J4169A	Broken	00300E0241	\$ 1,150.00	11/6/1998		
			CNWC33987	Un-repairable/Broken	00300E0422	\$ 1,150.00	6/30/2006		
			CCA66557	Broken Parts	00300E0632	\$ 2,867.25	7/22/2003		
			CDA73400	Parts	00300E0645	\$ 2,516.40	5/18/2005		
	1	Server	005427		00300E0228	\$ 2,372.66	9/30/2005		
	1	HP Plotter	ESA8709191	Out of date not compatible	00300E0232	\$ 2,788.00	11/6/1998		
	2	Desk		Broken/removed	00300E0260	\$ 1,266.00	4/6/2004		
				Broken when moved to portables	00300E0664	\$ 1,174.80	11/8/2004		
	1	Check Endorser	LE5950 - - 321	Can not use (auditors)	00300E0448	\$ 2,884.80	9/30/2007		
	1	Recording/Research Sys.		Upgraded with new system	00300E0628	\$ 35,831.20	12/11/2002	Kept for backup no longer works	
	1	Check Signature Machine	12002-7057	no longer use not compatible	00300E0637	\$ 7,983.00	6/14/1999		
	1	Shelving		Bent when moved to Archives	00300E0652	\$ 1,044.00	8/27/2003		
EOC									
	1	Positron 911 system	Various	Replaced	34200E0050				
					34200E0050-001	\$ 173,885.92	10/30/2007	NG upgrade	
	1	Paging Encoder	960 F8K	Broken/replaced	3400-0009	\$ 2,096.00	6/17/1998		
	1	Radio	72049	Cannot be reconfigured	3400-0025	\$ 2,251.00	7/25/1994		
	1	Amplifier	72825	Replaced with VOIP	3400EQ0028	\$ 2,739.00	5/10/2001		
	1	Base Station	Ericson	replaced upgrade	3400EQ0070	\$ 6,980.00	1/21/2000		
	3	Paging Buffer	Zetron 55B	replaced upgrade	3400E0042	\$ 1,400.00	9/1/1999		
			Zetron 55B	replaced upgrade	3400E0043	\$ 1,400.00	9/1/1999		
			Zetron 55B	replaced upgrade	3400E0044	\$ 1,400.00	9/1/1999		
	1	Paging Control Board		replaced upgrade	3400E0060	\$ 1,380.00	7/21/1999		
	1	Viper Box		replaced upgrade	3420EQ0050	\$ 2,525.75	5/25/2010	NG upgrade	
	1	Viper Kit		replaced upgrade	3420EQ0051	\$ 2,511.00	9/21/2010	NG upgrade	
	3	20" Monitors	2700082CA	Broken-Video Card	34100E0087	\$ 2,268.00	9/19/2002		
			2600043CA	Broken-Video Card	34100E0088	\$ 2,268.00	9/19/2002		
			2600035CA	Broken-Video Card	34100E0089	\$ 2,268.00	9/16/2002		
	1	Laptop	M35303040026	Old Not working	3400E0009	\$ 1,342.38	8/31/2004	transferred to Allentown Vol Fire	
LANDFILL									
	1	Recycle Container	0001199	Duplicate	2400EQ0103	\$ 3,325.00	9/30/2003	this is a duplicate of 2430EQ0103	
	1	Recycle Container	63807	Scrap	2430EQ0010	\$ 3,853.37	10/15/1997		
	1	Gas Monitor	9003042-045	Obsolete	2400EQ0045	\$ 1,400.24	2/20/1990	9002037-180 & 9002039-094	
	1	Building	Class III	Demolished	LF BLDG 5	\$ 5,450.72	9/30/1989	demolished	
	4	Data Loggers	13117 to 13120	Obsolete	2400EQ0012	\$ 8,603.09	9/24/1999	can not be repaired	
	1	Rain Gauge/Weather		Broken used for parts	2400EQ0112	\$ 1,964.95	4/10/2007		
HEALTH DEPT.									
	1	Copier Xerox	EYC-005192	Old not longer needed	00150E0039	\$ 6,200.00	5/17/2002		
	1	Table	Ritter 104	out of date	0015 - 0266	\$ 2,350.00	12/2/1988		
	2	Computers (Dell)	HNJG661	does not work	00150E0205	\$ 1,069.70	12/6/2004		
			BJDPZ61	out of date	00150E0207	\$ 1,363.11	3/7/2005		
	2	Colposcope	M-40	out of date	0015 - 0382	\$ 1,995.00	6/8/1989		
			Westco	out of date	0015 - 0351	\$ 2,000.00	9/27/1996		
	3	Printer	USF306034	out of date	0015 - 1006	\$ 1,338.79	5/6/1996		



		3572729-0001	Old-out of date	2153	21000E0006	\$ 1,487.00	12/9/2003	Micron out of Business can not get parts to repair		
		3968018-0001	Comp. out of business	2362	21000E0007	\$ 1,354.00	6/21/2005	Micron out of Business can not get parts to repair		
		3324898-0001	Old-out of date	2029	31000E0015	\$ 1,117.00	12/19/2002	Micron out of Business can not get parts to repair		
		3581423-0001	Comp. out of business	2128	33000E0015	\$ 1,272.00	12/30/2003	Micron out of Business can not get parts to repair		
		3369744-0001	Comp. out of business	2047	33000E0061	\$ 1,448.00	3/11/2003	Micron out of Business can not get parts to repair		
		3886840-0001	Comp. out of business	2266	33000E0070	\$ 1,299.00	2/8/2005	Micron out of Business can not get parts to repair		
		4087637-0001	Comp. out of business	2412	33000E0076	\$ 1,095.00	1/22/2005	Micron out of Business can not get parts to repair		
		4192272-0001	Comp. out of business	2486	33000E0085	\$ 1,480.00	6/6/2006	Micron out of Business can not get parts to repair		
		4299757-0001	Comp. out of business	2716	33000E0088	\$ 1,184.00	1/16/2007	Micron out of Business can not get parts to repair		
	14 All in One Computers	4230871-0001	Broken	2630	06100E0032	\$ 1,450.00	8/22/2006			
		4230873-0001	Broken	2632	06100E0033	\$ 1,450.00	8/22/2006			
		4230872-0001	Comp. out of business	2635	06100E0034	\$ 1,450.00	8/29/2006			
		4230875-0001	Broken	2638	06100E0036	\$ 1,450.00	8/29/2006			
		4230879-0001	Broken	2641	06100E0039	\$ 1,450.00	8/29/2006			
		4230880-0001	Broken	2637	06100E0040	\$ 1,450.00	8/29/2006			
		4230881-0001	Broken	2642	06100E0042	\$ 1,450.00	8/29/2006			
		4314628-0001	Broken	2732	06100E0097	\$ 1,465.00	3/6/2007			
		4314633-0001	Broken	2735	06100E0100	\$ 1,465.00	3/6/2007			
		4314632-0001	Broken	2741	06100E0106	\$ 1,465.00	3/6/2007			
		4314635-0001	Broken	2743	06100E0108	\$ 1,465.00	3/6/2007			
		4737075-0001	Broken	2839	06100E0123	\$ 1,400.00	9/30/2008			
		4737076-0001	Broken	2838	06100E0124	\$ 1,400.00	9/30/2008			
		4737078-0001	Lightning Damage	2837	06100E0126	\$ 1,400.00	9/30/2008			
	10 Laptops	4236725-0001	Broken	2649	06100E0044	\$ 1,710.00	9/5/2006			
		4236729-0001	Broken	2647	06100E0048	\$ 1,710.00	9/5/2006			
		3890362-0001	Old	2261	06300E0007	\$ 1,843.00	2/1/2005	Micron out of Business can not get parts to repair		
		4274259-0001	Broken	2691	06300E0074	\$ 1,580.00	10/31/2006			
		3587283-0001	Old-out of date	2019	31000E0020	\$ 1,979.00	11/18/2003	Micron out of Business can not get parts to repair		
		3587284-0001	Old-out of date	2069	31000E0021	\$ 1,979.00	11/18/2003	Micron out of Business can not get parts to repair		
		3443317-0001	Old-out of date	2431	33000E0002	\$ 1,806.00	7/21/2003	Micron out of Business can not get parts to repair		
		3886843-0001	Old-out of date	2265	33000E0074	\$ 2,179.00	2/8/2008	Micron out of Business can not get parts to repair		
		M35303040005	Old-out of date	2208	34000E0004	\$ 1,342.38	8/31/2004	Micron out of Business can not get parts to repair		
		M35303040026	Old-out of date	2213	34000E0009	\$ 1,342.38	8/31/2004	Micron out of Business can not get parts to repair		
	1 Projector	109324054	Lightening Damage	1819	01200E0078	\$ 3,939.00	9/28/2001	this was approved prior when computer was		
	3 Switchs (Nortel)	SFLEXBOUIAL	Out of date	1767	0120EQ0523	\$ 4,869.33	6/12/2001	this was recycled in 2008 did not match the info I had		
		711000012E14108	Replaced/Upgrade	2195	01200E0100	\$ 9,731.42	6/8/2004			
	(Nortel)	85GLKH2YVH	Replaced VIOP	1602	01200E0525	\$ 1,675.00	1/11/2001	replaced with the new VOIP phone system		
	1 Sony Display	80101551200	Replaced with new	1750	01200E0016	\$ 12,974.95	2/20/2001	replaced when new sound equip was installed		
	1 Tape Drive	PXB0900191	Out of date	1953	01200E0021	\$ 2,500.00	5/24/2001	This may have been recycled in prior yr. Comp dept has no info.		
	2 Video Scan Converter	641140010	Replaced with new	1242	01200E0038	\$ 1,768.75	5/9/2002	replaced when new sound equip was installed		
	Video Scale	641476036	Replaced with new	1243	01200E0039	\$ 1,543.75	5/9/2002	replaced when new sound equip was installed		
	1 Digital Conference Unit	100390	Replaced with new	2179	0120EQ0039	\$ 3,025.00	5/18/2004			
	1 Expansion Module	JAX0826MXZY		2167	01200E0209	\$ 1,635.30	12/28/2004	Comp Dpt has no info on item. I have no recycle info		
	5 Servers	1835523-0001	Old prior recycle	1400	01200E0077	\$ 3,493.00	10/1/1999	removed in a prior recycle did not removed off inv.		
		4326395-0001	Old prior recycle	2762	01200E0250	\$ 5,790.00	3/27/2007	approved in 2012 did not remove off inventory		
	Dell Server	FB92CB1	damaged	2654	01210E0030	\$ 1,462.99	9/12/2006			
	Micron Server	4332548-0001	Comp. out of business	2765	01210E0036	\$ 5,790.00	3/27/2007	Micron out of Business can not get parts to repair		
		4312267-0001	Comp. out of business	2725	01200E0247	\$ 3,770.00	2/13/2007	Micron out of Business can not get parts to repair		
	1 Add in Card (Router)	FX1009Y248		2477	0610EQ0007	\$ 1,487.40	4/25/2006			
	18 Router 3550	SCAT0904N1ZB	broken/replaced	2292	01200E0004	\$ 6,295.00	4/5/2005	This was approved in 2012 did not remove off inventory		
	Router 3550	CKH0637W32Y	Old-out of date	1580	01200E0013	\$ 2,125.99	1/14/2003			
	Router 3550	SCHK0638VOPQ	Old-out of date	1603	01200E0051	\$ 2,108.37	11/5/2002	This may have been prior yr comp. dept has no info		
	Router 3550	SWCAT0735VOBK	Old-out of date	1980	01200E0067	\$ 2,113.81	10/28/2003			
	Router 2620	JMX0702L4XO	No info prior to 2009	1599	01200E0055	\$ 2,550.82	5/27/2003			
	Router 2620	JMX0702L4XC	Lightening Damage	1596	01200E0061	\$ 2,550.82	5/27/2003			
	Router 1841	FTX1021WONM	broken/replaced	2495	0610EQ0012	\$ 1,860.13	8/22/2006			
	Router 3560	FOC1021YOMP	hit by lightning	2497	0610EQ0020	\$ 3,439.63	8/22/2006			
	Router 3550	CAT09022202C	broken/replaced	2222	01200E0218	\$ 6,295.00	5/30/2005	approved in 2012 did not remove off inventory		
	Router 3550	74632074384	???	???	01210E0011	\$ 4,251.98	11/21/2002	Comp Dpt has no info on item. I have no recycle info		
	Router 3550	SCHK0638V0Q		1603	01200E0061	\$ 2,125.99	11/5/2002	Comp Dpt has no info on item. I have no recycle info		
	Router 3550	SCAT09022044		2223	01200E0219	\$ 6,295.00	5/3/2005			
	Router 3640	JMX0652L3P3	Old	1611	01200E0057	\$ 4,676.80	5/27/2003			

	Router 1841	FTX1021W0NN	Broken	2492	0610EQ0013	\$ 1,860.13	8/22/2006		
	Router 1841	FTX1021W0NT	Broken	2493	0610EQ0014	\$ 1,860.13	8/22/2006		
	Router 1841	FTX1021W0NS		2494	0610EQ0015	\$ 1,860.13	8/22/2006		
<i>SOE</i>									
	1 Desk		Old/Replaced		00600E0027	\$ 1,686.00	10/1/1999		
	1 Mailing Machine	Pitney Bowes	Replaced		00600E0004	\$ 9,112.00	11/8/2005		
	1 Printer	SFRW006814	Broken		00600E0002	\$ 2,500.00	9/30/2003		
<i>ROAD &amp; BRIDGE</i>									
	6 Tamps	626702007	Broken Parts		2100-0027	\$ 1,427.00	7/27/1989		
		714805991	Bad/replaced		2100-0638	\$ 2,137.00	10/11/1996		
		75S304992	Bad/replaced		2100-0649	\$ 1,794.00	9/9/1997		
		805201529	does not work		2100-6506	\$ 2,495.00	9/3/1998		
		5257214	does not work		2100EQ0022	\$ 2,494.70	3/12/2002		
		5576815	de		2100EQ0074	\$ 2,925.00	6/28/2005		
	1 Transmission Jack	P662029492	Old Parts		2100-0313	\$ 1,824.00	8/15/1996		
<i>BUILDING MTN.</i>									
	1 Ice Machine	225636-12D	Broken can not repair		2360EQ0500	\$ 2,240.00	12/20/1999		
<i>PUBLIC DEFENDER</i>									
	2 Fax Machines	F04500	Old out of date		5400-0012	\$ 1,815.00	9/4/1997		
		NA00003745	Old out of date		54000E0024	\$ 1,229.00	6/13/2000		
	1 Server	5QVGN31	Old out of date		54000E0033	\$ 9,937.00	10/28/2003		
	3 Computers	7ZF5V51	Old out of date		54000E0037	\$ 1,027.32	11/23/2004		
		8ZF5V51	Old out of date		54000E0038	\$ 1,027.32	11/23/2004		
		CZF5V51	Old out of date		54000E0039	\$ 1,027.32	11/23/2004		
<i>COURT TECH.</i>									
	7 Dell Laptops	CRYCX51	Old		50300E0029	\$ 1,399.00	11/23/2004		
		FQYCX51	Old		50300E0030	\$ 1,399.00	11/23/2004		
		F117H81	Old		50300E0038	\$ 1,929.49	9/30/2005		
		J117H81	Old		50300E0039	\$ 1,929.49	9/30/2005		
		3217H81	Old		50300E0040	\$ 1,929.49	9/30/2005		
		4217H81	Old		50300E0041	\$ 1,929.49	9/30/2005		
		3Y75H81	Old		52000E0019	\$ 1,203.45	9/30/2005		
	6 Dell Computers	HXQVPB1	Old		50300E0043	\$ 1,173.66	9/19/2006		
		5YQVPB1	Old		50300E0044	\$ 1,173.66	9/19/2006		
		9YQVPB1	Old		50300E0047	\$ 1,173.66	9/19/2006		
		4LP14B1	Old		51000E0011	\$ 1,092.20	9/30/2005		
		8PF8H81	Old		51000E0013	\$ 1,092.20	9/30/2005		
		CPF8H81	Old		51000E0015	\$ 1,092.20	9/30/2005		
<i>BUDGET</i>									
	1 Desk/Workstation		Replaced		0100-0091	\$ 1,852.00	8/30/1990		

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Wanda L. Harris  
Property Inventory Clerk  
7-3-13

# SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES  
AND RISK MANAGEMENT

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

DEVANN COOK  
DIRECTOR

## MEMORANDUM

**TO:** Hunter Walker  
**FROM:** DeVann Cook *DeVann*  
**SUBJECT:** Employee Benefit Addition  
**DATE:** July 17, 2013

New York Life representative, Grayson Wood, has made a request to add a long term disability policy as an option for our employees. This would be a voluntary benefit and there is no cost to Santa Rosa County. The Employee Benefits Group has approved this request.

**I recommend we add this coverage option.**

DC/lh

No support documentation for this agenda item.

No support documentation for this agenda item.



# SANTA ROSA COUNTY ENGINEERING

SANTA ROSA COUNTY, FLORIDA

6051 OLD BAGDAD HWY., STE. 300

MILTON, FLORIDA 32583

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

Preliminary  
Engineers Report  
July 22, 2013

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 July 25, 2013 at 9:00 a.m. in Milton, Florida.

1. Discussion of bids received for the Spencer Field/Benny Russell Park Sidewalks project. (Attachment A)
2. Discussion of change order No 1 in the amount of \$9,039.35 to Berkshire Johnstone, for the Tiger Point Community Center. (Attachment B)
3. Recommend approval of Construction Plans for Heritage Oaks, a 40 lot subdivision of a portion of Section 1, Township 2 South, Range 27 West, Santa Rosa County, Florida (Working District 5)

Location: 2-1/2 miles, more or less, North of East River on Highway 87 South, property on the east side of highway.



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

**MEMO**

TO: Roger Blaylock

FROM: Chris Phillips *CP*

DATE: July 16, 2013

RE: Spencer Field Road / Benny Russell Park Sidewalks

We received bids on July 16, 2013 for the referenced project. Panhandle Grading and Paving was the low bidder meeting qualifications at \$646,126.50

This project is funded completely through the FDOT LAP Program. No SRC funding match is required.

The bids as received are as follows:

**Spencer Field Road / Benny Russell Park Sidewalks**

FPID: 428099-1-58-01

Bid Opening: July 16, 2013 10am

Bidder	Panhandle Grading & Paving	Gulf Atlantic Constructors	Anderson Columbia	Roads, Inc. of NW FL	Gulf Coast Utility Contractors
Base Bid	\$629,503.00	\$677,852.20	\$921,071.49	\$727,619.50	\$819,477.50
<b>Base + Alt #1</b>	<b>\$646,126.50</b>	\$717,686.20	\$979,685.85	\$761,858.60	\$855,339.50
Base + Alt #2	\$652,329.00	\$691,779.20	\$960,109.32	\$742,828.10	\$839,350.50

Alternate Bid Item #1 consists of the construction of two concrete driveways into NOLF Spencer.

Alternate Bid Item #2 consist of the construction of two asphalt driveways into NOLF Spencer.

Date: July 3, 2013  
To: Mike Schmidt, Santa Rosa County Engineering  
From: Cesar Reyes  
cc: Mike Werner, STOA Architects  
File (11097, F.1)  
Project #: 11097  
Re: Tiger Point Community Center – Change Orders

---

Mike,

See below for a more detailed description of the Change Orders 1- 6:

**Change storefront glass from clear to gray.**

The glazing for the storefront system was specified to be clear but was revised to match the gray tinted aluminum windows provided in the other areas of the building (office, conference, warming kitchen). \$ 2,760.00

**Add drywall ceiling to concession kitchen and bathrooms.**

The general contractor suggested that gypsum board ceilings could be added to the concession kitchen and bathrooms for a low cost to help with the maintenance and appearance of these rooms. It was discussed with the county (via e-mail 03/27/27) and Commissioner Lynchard and determined the costs were acceptable for this change. \$ 1,829.49

**Additional Soil Investigation.**

It was discovered during excavation for the foundation and footings of the Concession building that some additional organic material was discovered. This required the geotechnical engineer to provide additional borings and soils reports for other areas to ensure that current foundation design was adequate. \$ 1,190.00

**Add vinyl base to Concession kitchen and bathrooms.**

Mike Werner discussed adding a vinyl base with TPSA and Commissioner Lynchard to help with the long term maintenance and cleaning as well as create a better appearance throughout the Concession building. \$ 602.60

**Paint drywall @ Concession Building Storage Room.**

In order to enhance the appearance of the storage room as well as help with long term maintenance and cleaning it was decided to have the walls painted. This was discussed by Mike Werner, TPSA and Commissioner Lynchard. \$ 1,822.26

**Add Fire Suppression Upgrade.**

The Midway Fire Marshal required that the general contractor provide an as-built drawing of the existing range hood and suppression system in 'new' Concession kitchen in order to provide a final sign-off and approval. \$ 835.00

Total = \$ 9,039.35

No support documentation for this agenda item.



# Public Services Committee

**Chaired by:**  
Lynchard & Williamson

**Meeting:**  
July 22, 2013, 9:00 A.M.

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## AGENDA

### Emergency Management

1. Recommend BOCC accept grant funding from State for Emergency Management Performance Award (EMPA) and Emergency Management Performance Grant (EMPG) & authorize signature of all related documents.

### Animal Services

2. Discussion of request from Santa Rosa Health Department that request Animal Services act as the agency to release quarantined animals and acceptance and authorization of MOU.

### Development Services

3. Recommend approval of the SHIP second mortgage subordination request for the property located at 6409 Lynnwood Circle, Milton.
4. Recommend approval of the SHIP second mortgage subordination request for the property located at 5685 Eagle Drive, Milton.
5. Recommend approval of the SHIP short sale request for the property located at 5473 Mulat Road, Milton.
6. Recommend approval of the 2013 Escambia HOME Consortium Annual Action Plan for Housing and Community Development and authorization for Chairman to sign all related documentation.
7. Recommend approval of the SHIP annual report and authorize signature of all related documents.

# 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**



To: Santa Rosa County Board of County Commissioners  
From: Sheryl Bracewell, Director, Emergency Management  
Through: Tony Gomillion, Director, Public Services  
Re: Emergency Management Program Assistance (EMPA) and  
Emergency Management Program Grant (EMPG)  
Date: July 25, 2013

## **RECOMMENDATION**

Request the Board of County Commissioners accept grant funding from the State as indicated below and authorize signature of all related documentation for each agreement.

Emergency Management Performance Award (EMPA) \$105,806  
Emergency Management Performance Grant (EMPG) \$72,707

## **BACKGROUND**

These funds can only be used to enhance local emergency management programs. These are matching grants and require basic tasks in each Scope of Work. Both agreements begin July 1, 2013 and will expire June 30, 2014.

## **COMPLETION**

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

Public Services  
Eric Persichini  
Director  
4451 Pine Forest Road  
Milton, FL 32583  
(850) 983-4680

Building Inspections &  
Code Compliance  
Rhonda C. Royals  
Building Official  
6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

Emergency Management  
Sheryl Bracewell  
Director  
4499 Pine Forest Rd  
Milton, FL 32583  
(850) 983-5360

Community Planning,  
Zoning & Development  
Rebecca Cato  
Director  
6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

Veterans Services  
Karen Haworth  
Director  
6051 Old Bagdad Hwy, Ste 204  
Milton, FL 32583  
(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.santarosacounty.gov

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

**Tony Gomillion, Director**



2

To: Santa Rosa County Board of County Commissioners  
From: Dale Hamilton, Interim Director, Animal Services  
Through: Tony Gomillion, Director, Public Services  
Re: Santa Rosa Health Department Request for Quarantined Animals  
Date: July 22, 2013

## DISCUSSION

Discussion of request from Santa Rosa Health Department that request Animal Services act as the agency to release quarantined animals and acceptance and authorization of MOU.

## BACKGROUND

Although Santa Rosa County Animal Services acts as the primary response agency related to animal bites and the quarantine of animals, the Health Department has historically and statutorily been the agency that approved the release of the animal. The background information and MOU are attached.

Animal Services  
Dale Hamilton  
Interim Director

Building Inspections &  
Code Compliance  
Rhonda C. Royals  
Building Official  
6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

Emergency Management  
Sheryl Bracewell  
Director  
4499 Pine Forest Rd  
Milton, FL 32583  
(850) 983-5360

Community Planning,  
Zoning & Development  
Rebecca Cato  
Director  
6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

Veterans Services  
Karen Haworth  
Director

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

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

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

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott  
Governor

John H. Armstrong, MD, FACS  
State Surgeon General & Secretary

**Vision:** To be the Healthiest State in the Nation

May 22, 2013

Mr. Del Hamilton  
Santa Rosa County  
Animal Services  
4451 Pine Forest Road  
Milton, FL 32583

Dear Mr. Hamilton:

The Florida Department of Health in Santa Rosa County requests that Santa Rosa Animal Services act under the Department of Health's authority to initiate and release animals from quarantine. In accordance with the *Rabies Prevention and Control in Florida, 2012* this transfer of responsibility is authorized. On page 3 and 4 of this guide it states:

**1. County Health Departments (CHDs)**

*tatorily (Chapter 381, F.S. and Chapter 64D-3, F.A.C.), the CHD Director/Administrator has primary responsibility for the management of human exposures to rabid or suspect rabid animals and control of animal rabies including quarantine. CHDs may elect to engage in memoranda of agreement with other agencies to transfer certain responsibilities and activities. Collaborating agencies may include animal control, the Fish and Wildlife Conservation Commission (FWC), sheriff's offices, the local veterinary community, the Department of Environmental Protection (DEP) and other CHDs. In some counties, the CHD Director/Administrator has delegated responsibility for carrying out certain portions of this responsibility (such as collection of animal bite reports, investigation of bite incidents, and confinement of biting dogs and cats) to local animal control or other appropriate agencies through the development of local ordinances and intergovernmental agreements (Chapter 6, Attachment 7).*

The Florida Department of Health also requests that Santa Rosa Animal Services continue to consult the health department regarding circumstances of high risk, such as, wild animal bites (especially from raccoons, bats, foxes, otters, skunks, coyotes, bobcat and other rabies vectors and for monkey bites-risk of Herpes B virus), for face bites and other unusual situations. We also request a fax of all bite reports to be sent to Epidemiology at 850-983-4504.

We appreciate your assistance in this matter. Please copy this link to your browser for the complete rabies guide. <http://myfloridaeh.com/medicine/rabies/Documents/RabiesGuide2012Final.pdf>  
Attached is the revised memorandum of agreement between Florida Department of Health in Santa Rosa County and Santa Rosa Animal Services.

Should you have any questions or concerns, please feel free to contact me at 850-983-5200 x108 or Epidemiologist, Mary Beverly, at 850-983-5200 x105 and after hours at 850-291-8329.

Sincerely,



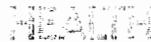
Sandra Park-O'Hara  
Administrator  
Florida Department of Health  
Santa Rosa County  
5527 Stewart Street  
Milton, FL 32570  
850-983-5200 x108

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

Rick Scott  
Governor

John H. Armstrong, MD, FACS  
State Surgeon General & Secretary



**Vision:** To be the Healthiest State in the Nation

**Memorandum of Agreement for Rabies Control Activities-2013**

*Between Santa Florida Department of Health in Santa Rosa County and Santa Rosa County Animal Services*

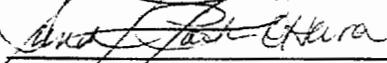
The purpose of this memorandum of agreement between the Florida Department of Health in Santa Rosa County and the Santa Rosa County Animal Services is to protect the health and safety of the population of Santa Rosa County through coordination of the county rabies control program. *This agreement shall be reviewed annually.*

**The Florida Department of Health in Santa Rosa County agrees to the following:**

1. Investigate human and pet rabies exposure incidents and provide technical assistance to Santa Rosa Animal Services regarding animal status determinations.
2. Assure that health care providers of exposed persons are informed about appropriate treatment recommendations, in consultation with DOH.
3. Notify victims of the rabies test results of submitted animal specimens.
4. Provide medical consultation regarding anti-rabies treatment for victims and report to State Health Office.
5. Provide the pre-exposure and post-exposure vaccinations for Santa Rosa Animal Services employees.
6. Provide assistance in a court of law, when needed, with the enforcement of rabies control regulations.
7. Continually assess rabies trends, and when appropriate declare a community Alert or Quarantine.
8. Maintain bite records in a confidential manner following FS 381 and HIPAA guidelines.
9. Provide rabies guidebooks, legislative material and other rabies control documents as appropriate.
10. Furnish biomedical waste containers to Animal Control and provide biomedical waste disposal.

**The Santa Rosa County Animal Services agrees to the following:**

1. Search for and attempt to locate animals involved in bite attacks reported by victims, health care providers, or by the Health Department.
2. Fax animal bite reports to the Health Department on a daily basis to Epidemiology: 850-983-4504.
3. Quarantine animals for rabies at the shelter immediately, or within 24 hours of the complaint investigation, if the property owner cannot show proof of vaccination.
4. Observe animals under quarantine at the shelter for signs of rabies.
5. Promptly notify the Santa Rosa County Health Department when any of the following occurs:
  - The death of an animal under quarantine.
  - The escape of an animal under quarantine.
6. Release animals at the end of the quarantine period and notify health department via fax.
7. Refer all medical inquiries regarding anti-rabies treatment to Epidemiology at health department.
8. Remove animal heads for rabies testing as appropriate and submit specimens to Health Department for rabies testing.
9. Provide appropriate persons with epidemic control measures in accordance with the Rabies Prevention and Control in Florida, 2012 Guidebook and authorized by FS 381.
10. Inform the Santa Rosa County Health Department when actions in a court of law are needed to enforce rabies regulations in the interest of involving both parties to the memorandum in such actions.
11. Honor FS 381 provisions relative to the confidentiality of animal bite patient records.

  
Sandy Park-Ohara, ARNP-Administrator  
Florida Dept of Health, Santa Rosa County

6/21/13  
Date

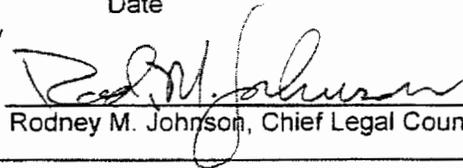
\_\_\_\_\_  
Dale Hamilton- Interim Director  
Santa Rosa Animal Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
DeVann Cook  
Risk Manager, Santa Rosa County

\_\_\_\_\_  
Date

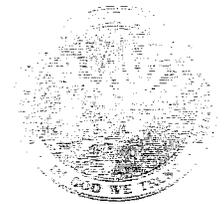
Approved as to form and legality:

  
Rodney M. Johnson, Chief Legal Counsel, FDOH

6-14-2013  
Date



# Santa Rosa County Development Services



3

**Beckie Cato, AICP**  
Planning and Zoning Director

**Tony Gomillion**  
Public Service Director

**Rhonda C. Royals**  
Building Official

TO: Board of County Commissioners

FROM: Erin Malbeck *em*  
Housing Program Coordinator

THROUGH: Beckie Cato

DATE: July 12, 2013

SUBJECT: State Housing Initiatives Partnership Program (SHIP)  
Second Mortgage Subordination Request  
6409 Lynnwood Circle, Milton, FL 32583  
16-1N-28-0000-02500-0000

**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 \$63,350.00

**BACKGROUND:**

SHIP Second Mortgage: \$16,190.00  
 Recorded: 10/29/2007  
 Purpose: SHIP Substantial Rehabilitation

Proposal is to reduce the annual interest rate on the first mortgage from 7.689% to 4.250%.

Current monthly principal and interest: \$640.00  
 Proposed monthly principal and interest: \$311.65

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.

Note: In May of 2013 the Board approved a subordination request for this applicant through Proficio Mortgage Ventures, LLC. However, the applicant decided to not complete the refinance process with Proficio and has chosen Quicken Loans. Quicken Loans has provide the applicant with a better interest rate, further reducing the monthly mortgage payment.



# Santa Rosa County Development Services



4

**Beckie Cato, AICP**  
Planning and Zoning Director

**Tony Gomillion**  
Public Service Director

**Rhonda C. Royals**  
Building Official

TO: Board of County Commissioners

FROM: Erin Malbeck  
Housing Program Coordinator

THROUGH: Beckie Cato

DATE: July 12, 2013

SUBJECT: Hurricane Housing Recovery Program (HHRP)  
Second Mortgage Subordination Request  
5685 Eagle Drive, Milton, FL 32570  
07-2N-28-0756-00B00-0380

**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 \$134,693.00

**BACKGROUND:**

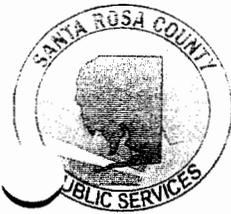
HHRP Second Mortgage: \$15,000.00  
 Recorded: 3/31/2006  
 Purpose: HHRP Home Purchase Assistance Program

Proposal is to reduce the annual interest rate on the first mortgage from 6.25% to 3.75%.

Current monthly principal and interest: \$876.79  
 Proposed monthly principal and interest: \$623.78

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.



COMMUNITY PLANNING, ZONING AND DEVELOPMENT DIVISION  
SANTA ROSA COUNTY, FLORIDA

5

Housing Program

MEMORANDUM

TO: Board of County Commissioners

FROM: Erin Malbeck  
Housing Program Manager

THROUGH: Beckie Cato, Director

DATE: July 12, 2013

SUBJECT: State Housing Initiatives Partnership (SHIP)  
Short Sale Request  
5473 Mulat Road, Milton, FL 32583  
19-1N-28-0000-00233-0000

**RECOMMENDATION:**

Board approval to accept \$1,000.00 for payment of an outstanding SHIP loan in connection with a short sale in order to prevent foreclosure. This approval covers the sale of the property under comparable conditions and terms.

**BACKGROUND:**

The property was purchased in 2007 for \$98,000.  
\$7,500 of SHIP funding was provided to assist with closing costs.  
The first mortgage loan was in the amount of \$104,289.74. If the short sale is approved, the first mortgage lender would receive approximately \$41,981.52.

Since the purchase of this home, the borrower has been married and had another child. In 2012, the borrower's husband lost his job and was forced to relocate the family for employment. They can no longer maintain the property within Santa Rosa County.

An offer to purchase dated 5/28/2013 is pending in the amount of \$48,000.



Florida/Virgin Islands  
4440 Northwest 25<sup>th</sup> Place  
Post Office Box 147010  
Gainesville, FL 32614-7010

Office of the State Director  
Telephone: (352) 338-3402  
FAX: (352) 338-3405  
TDD: (352) 338-3499  
[www.rurdev.usda.gov/fl](http://www.rurdev.usda.gov/fl)

June 19, 2013

TO: Diane Collar  
Area Director  
Crestview, Florida

SUBJECT: **Mary Ann Victoria Hoatland**  
5473 Mulat Road  
Milton, Florida 32583  
Acct. No. 35511178  
Short Sale Approval with a Junior Lien Settlement

This letter is in response to the review for Mary Ann V. Hoatlands' request for a short sale approval. We understand that the subject borrower(s) property has an outstanding second mortgage position with Santa Rosa County, Florida SHIP program, administered under the Community Planning, Zoning and Development Division, under direction of the Santa Rosa County Board of County Commissioners. **Rural Development, U.S. Department of Agriculture, requests that the Santa Rosa County Board of County Commission agree to acceptance of \$1,000 for satisfaction of a secondary mortgage lien position held by Santa Rosa County, in the original amount of \$7,500, provided to Mary Ann V. Hoatland to assist in the purchase of her home. If the Santa Rosa County agrees to release, then this approval letter is conditioned upon receipt of written confirmation agreeing to release, prior to the final closing on transfer of ownership of real property** which is briefly described as set forth above.

Short Sales instructions in accordance with USDA, Rural Development Handbook 3550-1, Chap. 13-Servicing & Liquidation Functions, Section 13, reflects the Agency would receive **\$41,981.52** from a short sale versus a projected **\$32,675.88** from a foreclosure sale of the borrower(s) property. **As of June 18, 2013, the calculated balance of the outstanding first mortgage due to Rural Development, U. S. Department of Agriculture is \$104,289.74 The projected loss to the Government is \$62,308.22.** At this time, it is determined that a short sale approval is in the best interest of the Government and to the borrower, based on a projected net recovery value and an appraisal report.

Other procedures involved in the short sale will still need to be followed. The borrower should be provided with a debt settlement package to expedite resolution of the remaining indebtedness to the Agency. This package will be provided by the Area Office and should be completed and submitted by the borrower at time of closing to expedite the settlement process. The borrower should also receive confirmation by using Handbook Letter 12.

**Committed to the future of rural communities.**

*USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).*

Questions or concerns should be addressed to Daryl L. Cooper, as Single Family Housing Program Director and directed to Roger B. Taylor, SFH Lending Specialist.

Respectfully,

**RICHARD A. MACHEK**  
State Director, State of Florida

JMM/rt

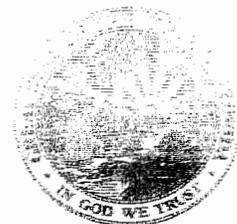
**Committed to the future of rural communities.**

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# Department of Public Services

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



6

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

**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** Erin Malbeck  
Housing Program Coordinator

**THROUGH:** Beckie Cato, Director

**DATE:** July 15, 2012

**SUBJECT:** 2013 Escambia HOME Consortium  
Annual Action Plan Approval and Submission

### RECOMMENDATION:

- A. Approve the 2013 Escambia Consortium Annual Action Plan for Housing and Community Development detailing the use of 2013 HOME Investment Partnerships Act (HOME) funds for Santa Rosa County in the amount of **\$141,528**. Funds will be used to provide assistance for low income families under a deferred payment loan or grant for down payment and closing cost assistance per HUD HOME regulations.
- B. Authorize the Chairman to execute all 2013 Annual Plan forms, certifications and related documents, as required to submit the Annual Plan to the U. S. Department of Housing and Urban Development (HUD).

### BACKGROUND:

As Santa Rosa County is not a HUD direct entitlement community, HOME funding has been obtained in cooperation with Escambia County, as the lead jurisdiction, through the Escambia Consortium for many years. With Congressional approval of the National Affordable Housing Act, local governments are required to prepare and submit, for HUD approval, a local housing specific planning document encompassing a five-year period, known as the Consolidated Plan for Housing and Community Development. The Escambia Consortium, comprised of Escambia County, the City of Pensacola, Santa Rosa County and the City of Milton, prepared and approved the 2010-2014 Escambia Consortium Consolidated Plan. HUD approved the Plan in October 2011 enabling the local jurisdictions to continue to receive HUD funds under the HOME program.

**Animal Services**  
Dimitri Persichini  
Director

4451 Pine Forest Road  
Milton, FL 32583  
(850) 981-7000

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

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

**Emergency Management**  
Sheryl Bracewell  
Director

4499 Pine Forest Rd  
Milton, FL 32583  
(850) 981-7000

**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 201  
Milton, FL 32583  
(850) 981-7000



ESCAMBIA CONSORTIUM CONSOLIDATED PLAN SUMMARY

**REVISED FINAL DOCUMENT**

*(June 11, 2013)*

*(Reflecting HUD 2013 funding allocations provided on 5/29/13)*

The Escambia Consortium, comprised of Escambia County, the City of Pensacola, Santa Rosa County, and Milton, Florida, have drafted the 2013/2014 Annual Housing and Community Development Plan for the period October 1, 2013 - September 30, 2014. The draft Annual Plan denotes key agencies and individuals participating in the planning process and identifies the Consortium's 2013/2014 Annual Action Plan for the utilization of Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), Emergency Solutions Grant (ESG), Public Housing Grant Programs, and other HUD programs designed to address housing and community development needs. The major priorities include: rehabilitation of rental and homeowner occupied substandard housing units for families with incomes between 0-80% of the local median income; new construction, homebuyer assistance, and acquisition/rehabilitation activities in support of the provision of affordable housing for families with incomes primarily between 50-80% of median; expansion of below market rate and subsidized rental assistance for families with incomes between 0-50% of median through acquisition, rehabilitation and/or construction; support of activities leading to the development of housing for persons with special needs; supportive services addressing the special needs of the elderly, handicapped, and homeless or near homeless; redevelopment activities within designated areas of slum and blight; and targeted community development public facility and improvement priorities. Activities are generally available to assist eligible lower income persons in varying capacities and financial levels throughout the respective jurisdictions to the extent that such availability is not limited by Federal or State Regulations and/or financial resources. The draft 2013 Annual Action Plan is available for public review at the following Pensacola and Milton locations between the hours of 8:00 A.M. - 4:00 P.M., Monday through Friday.

City of Pensacola  
Housing  
420 West Chase Street  
Pensacola, Florida  
(Closed on Fridays)

County Administrator's Office  
Escambia County Courthouse  
Fourth Floor  
221 Palafox Place  
Pensacola, Florida

Neighborhood Enterprise  
Foundation, Inc. (NEFI)  
3420 Barrancas Avenue  
Pensacola, Florida

County Administrator's Office  
Santa Rosa County Administrative Complex  
6495 South Caroline Street  
Milton, Florida

Pensacola Regional Library  
Reference Desk/Second Floor  
200 West Gregory Street  
Pensacola, Florida

**ESCAMBIA CONSORTIUM, FLORIDA  
ANNUAL ACTION PLAN SUMMARY  
(October 1, 2013 - September 30, 2014)**

This section of the Plan incorporates the Consortium's application to the U.S. Department of Housing and Urban Development for Program Year 2013 Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME) and Emergency Solutions Grant (ESG) funding in the total amount of **\$3,490,432** which is detailed as follows. (Congressional funding cuts to the 2013 CDBG, HOME and ESG Programs are projected in this Plan). The actual final allocations may vary to some degree from that cited below):

**ESCAMBIA COUNTY**  
**2013/2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**PROPOSED BUDGET AND ACTIVITIES DESCRIPTION**

**HOUSING REHABILITATION:**

**FUNDING:**

**Housing Rehabilitation Program (General)**

**\$500,500\***

Provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans/Low Interest Loans, or a combination thereof, for the rehabilitation of 9 substandard homeowner occupied units, optional sanitary sewer connection assistance for lower income owners in targeted areas and related program operating costs. Funds may also be used to provide energy improvements, weatherization and storm protection/mitigation improvements, such as insulation, hurricane shutters/film, rated windows, lead based paint assessment and abatement, and other applicable improvements. (Unincorporated Escambia County)

\*All program income from housing rehabilitation loans will be used to rehabilitate substandard homeowner occupied units for low and moderate income families located within unincorporated Escambia County (estimated program income is \$15,000). (Unincorporated Escambia County)

**TEMPORARY RELOCATION:**

**\$20,000**

Funds to provide temporary relocation for families whose dwelling units are being rehabilitated via the County's Housing Rehabilitation Program. (Unincorporated Escambia County)

**PROGRAM PLANNING, ADMINISTRATION AND FAIR HOUSING:**

**General Grant Administration/Management**

**\$307,698**

Provides for oversight, management, coordination and monitoring of financial and programmatic administration of the CDBG Program and indirect costs (Finance).

**Escambia County Community Redevelopment Agency**

**\$10,000**

Provides support for planning and administrative staffing and operation of the Community Redevelopment Agency which targets designated areas of slum and blight within the County, as well as the County's Enterprise Zone.

**Fair Housing**

**\$ 18,000**

Support ongoing Community Development Block Grant Fair Housing initiatives in the community.

**ESCAMBIA BROWNFIELDS REDEVELOPMENT:**

**Brownfields Community Redevelopment Project**

**\$200,000**

Funds allocated for this activity will be used to identify and assess actual or perceived environmental contamination issues, and partially support remediation/redevelopment costs associated with vacant or abandoned commercial properties that have been designated as Brownfield sites and are located within the County's Community Redevelopment Areas (Palafox Corridor, Warrington, Brownsville, Barrancas, and Englewood), the City of Pensacola's Community Redevelopment Areas; the County or City's designated Enterprise Zones; and/or designated Brownfield sites within the County or City. Funds may be used to pay for site evaluations/assessments (including but not limited to: title searches, property surveys, access/utilization agreements, quality assurance project reviews, Phase I & II environmental assessments and Brownfield site assessments), site remediation/clean-up costs and/or public infrastructure related development expenses. Activities will be closely coordinated with other local, Federal or State Brownfield Programs. (Limited to areas of slum and blight as designated by Escambia County or the State of Florida in accordance with Florida law, including designated Brownfield sites).

**PUBLIC SERVICES:**

**Council on Aging of West Florida, Inc.**

**\$47,000**

Funds support the Council on Aging's Rural Elderly Outreach Program which provides supportive services, including transportation, for approximately 450 rural elderly citizens in Cantonment, Century, Davisville and McDavid in Escambia County, Florida. (132 Mintz Lane, Cantonment)

**CRA/Neighborhood Restoration Program**

**\$175,000**

Funds provide staffing and support for targeted community redevelopment, reinvestment, and neighborhood-based initiatives implemented specifically within designated areas of slum and blight in Escambia County, specifically the Warrington, Brownsville, Englewood, Barrancas, and Palafox Corridor Community Redevelopment Areas, as well as County's Enterprise Zone.

**DEMOLITION/CLEARANCE**

**Demolition/Clearance of Unsafe Structures or Properties**

**\$20,000**

Funds will be used to assist with the elimination of dilapidated, structurally unsound buildings and/or abandoned lots/properties in designated areas of slum and blight, specifically the Warrington, Brownsville, Englewood, Barrancas, Palafox Corridor Community Redevelopment Areas and Century.

**PUBLIC FACILITIES AND IMPROVEMENTS:**

**Fire Hydrants/Water Main Upgrade**

**\$90,000**

Provides for installation of fire hydrants and adequately sized water supply mains in CDBG Target Area lower income neighborhoods in unincorporated Escambia County (as prioritized locally in conjunction with the utility provider). Should funds remain after completion of these improvements, additional related improvements will be made in other local CDBG eligible areas.

**County Facility Handicapped Accessibility Improvement Project**

**\$45,000**

Completion of Americans with Disabilities Act (ADA) required handicapped accessibility planning, design and improvements to Escambia County public buildings and facilities. (Countywide)

**Community Redevelopment Facade Improvement Program**

**\$40,000**

Prior year funds will continue to support matching grants not to exceed \$25,000 per commercial business for exterior/facade, streetscape and related improvements along the commercial corridors located in the designated Community Redevelopment Areas (including Warrington, Barrancas, Brownsville, Englewood and the Palafox Corridor), and the County's Enterprise Zone, the boundaries of which are legally defined in the governing CRA and Enterprise Zone designation ordinances and resolutions.

**CRA Neighborhood Improvement Project Enhancements**

**\$80,305**

Funds to provide enhancements in conjunction with other community redevelopment and housing projects located within eligible CDBG low and moderate income Community Redevelopment Areas (CRA) to include street rehabilitation/reconstruction; new or upgraded street lighting; sidewalk construction/reconstruction; sanitary sewer and/or stormwater drainage improvements; and related infrastructure improvements, including those in support of housing development. Priority will be given to projects identified in the Redevelopment Plans for the County designated Community Redevelopment Areas: Warrington, Brownsville, Englewood, Palafox Corridor and Barrancas. Funds may also be utilized to support costs for improvements/enhancements to County owned Senior Citizen Center facilities serving neighborhoods in unincorporated Escambia County. Funds, if any, remaining after completion of CRA priorities may be expended in other CDBG eligible neighborhoods.

**Public Facility: Community Health Clinic Redevelopment Project**

**\$125,000**

Funds will partially support site development and construction of a new community-based health clinic on County-owned Brownfield property located on Pace Boulevard (Census Tract 4) to improve the delivery of health care services to lower income residents of the surrounding area. In addition to the 2013 funds identified above, up to \$400,000 in prior year CDBG funds will be expended in support of this project.

**JOINT HOME ACTIVITIES (CONSORTIUM-WIDE):**

**RENTAL HOUSING DEVELOPMENT (CHDO SET-ASIDE)**

\$144,141

Provide low interest and/or deferred loan assistance to partially support the costs for development of approximately 2 affordable rental, special needs or homeless housing units through activities of locally designated non-profit Community Housing Development Organizations (CHDO's) in Escambia or Santa Rosa County.

**ADMINISTRATION/MANAGEMENT (JOINT)**

\$96,093

Provides for oversight, management, monitoring and coordination of financial and general administration of the HOME Program in all participating jurisdictions.

2013 HOME Funds Available to the Consortium (Estimated)

\$ 960.936

(Local match provided through limited SHIP funds and carry forward match balance)

**TOTAL 2013 HOME FUNDS (ACTUAL)**

**\$ 960.936**  
=====

**2013-2014 EMERGENCY SOLUTIONS GRANT (ESG)**

**PROPOSED BUDGET AND ACTIVITIES DESCRIPTION**

**Activity ESG 13 - Emergency Shelter/Operations**

\$ 87,689

Provides funding to partially support operational costs of the Loaves and Fishes Soup Kitchen, Inc. Homeless Center and Emergency Shelter for families. (257 East Lee Street, Pensacola, Florida)

**Activity ESG 13 - Rapid Re-Housing & Homeless Prevention**

\$ 26,037

Provides funding, based on Continuum of Care priorities, for: (1) Rapid Re-housing for individuals/families with incomes below 30% of median; and (2) homelessness prevention for individuals/ families with incomes below 30% of median.

**Administration**

\$ 9,220

Administrative Cost (7.5%): \$3,074 to EscaRosa Coalition on the Homeless Project Management and \$6,146 to Escambia County Indirect Cost.

**TOTAL 2013 ESG FUNDS (ACTUAL)**

**\$122,946**  
=====

**THE ABOVE REVISED FINAL BUDGET AND PROJECT ALLOCATIONS (BASED ON THE MAY 2013 HUD FUNDING NOTICE) WERE DISTRIBUTED AND DISCUSSED DURING THE TWO PUBLIC HEARINGS**

sponsored by the Consortium to afford citizens the opportunity to review, comment and/or provide input regarding the draft 2013/2014 Annual Plan. The hearings were held at **2:00 P.M. (CST) on Tuesday, June 11, 2013**, at the Pensacola Housing Office, Conference Room, 420 West Chase Street, Pensacola, Florida; and at **9:00 A.M. (CST) on Wednesday, June 12, 2013** at Santa Rosa County Public Services Complex, Public Services Media Room, 6051 Old Bagdad Highway, Milton, Florida. The final (revised) allocations were also included in the **Draft 2013 Annual Plan** as posted on the Escambia County and City of Pensacola websites.



# Department of Public Services

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



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

**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** Erin Malbeck  
Housing Program Coordinator

**THROUGH:** Beckie Cato, Director

**DATE:** July 15, 2013

**SUBJECT:** State Housing Initiative Partnership (SHIP)  
Annual Report as of 6/30/2013  
Certifications

### RECOMMENDATION:

Approval to submit annual reports as prepared to Florida Housing Finance and authorization of execution of the Certification forms by the chairman and county administrator.

### BACK GROUND:

Reports submitted including State Distribution, Repayments and Interest on Trust Funds:

2010/2011	Close-out	\$71,127.63	7 Families Assisted
2010/2012	Interim	\$ 393,197.17	35 Families Assisted
2012/2013	Interim	\$34,500.00	5 Families Assisted
2012/2013	Interim	\$55,250.16	Funds Unencumbered

### Annual State Distribution:

2010/2011	-0-
2011/2012	\$350,000
2012/2013	\$62,209

Form 1, annual program summary report is attached for each fiscal year. The complete annual report is available for review in the Housing Program office.

**Animal Services**  
Dominic Persichini  
Director  
4451 Pine Forest Road  
Milton, FL 32583  
(850) 981-7000

**Building Inspections & Code Compliance**  
Rhonda Royals  
Building Official  
6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

**Emergency Management**  
Sheryl Bracewell  
Director  
4499 Pine Forest Rd  
Milton, FL 32583  
(850) 981-7000

**Community Planning, Zoning & Development**  
Rebecca Cato  
Director  
6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

**Veterans Services**  
Karen Haworth  
Director  
6491 Caroline St, Ste 1  
Milton, FL 32570  
(850) 981-7000

**Title: SHIP Annual Report**  
Santa Rosa County FY 2010/2011

Report Status: Unsubmitted

Form 1

### SHIP Distribution Summary

#### Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	First Time Homebuyer	\$42,482.31	5				
6	Emergency Repair	\$24,722.04	2				
<b>Homeownership Totals:</b>		<b>\$67,204.35</b>	<b>7</b>				

#### Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
<b>Rental Totals:</b>							

Subtotals: \$67,204.35 7

#### Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$6,950.00		
Homeownership Counseling			
Admin From Program Income			
Admin From Disaster Funds			

<b>Totals:</b>	<b>\$74,154.35</b>	<b>7</b>	<b>\$0.00</b>	<b>\$0.00</b>
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#### Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	
Program Income (Interest)	\$3,228.51
Program Income (Payments)	\$66,278.08
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$1,621.04
<b>Total:</b>	<b>\$71,127.63</b>

\* Carry Forward to Next Year: -\$3,026.72

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

# Title: SHIP Annual Report

Santa Rosa County FY 2011/2012

Report Status: Unsubmitted

Form 1

## SHIP Distribution Summary

### Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	First Time Homebuyer	\$205,843.21	26	\$0.00	0	\$0.00	0
6	Emergency Repair	\$7,422.75	2	\$0.00	0	\$0.00	0
3	Substantial Rehabilitation	\$119,935.86	7	\$30,387.19	2	\$0.00	0
<b>Homeownership Totals:</b>		<b>\$333,201.82</b>	<b>35</b>	<b>\$30,387.19</b>	<b>2</b>	<b>\$0.00</b>	<b>0</b>

### Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
<b>Rental Totals:</b>							

**Rental Totals:**

**Subtotals:      \$333,201.82      35      \$30,387.19      2      \$0.00      0**

### Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$35,000.00		
Homeownership Counseling			
Admin From Program Income	\$4,474.00		
Admin From Disaster Funds			

**Totals:      \$372,675.82      35      \$30,387.19      2      \$0.00      0**

### Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$350,000.00
Program Income (Interest)	\$2,681.15
Program Income (Payments)	\$43,542.74
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	-\$3,026.72
<b>Total:</b>	<b>\$393,197.17</b>

\* Carry Forward to Next Year: -\$9,865.84

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

**Title: SHIP Annual Report**  
Santa Rosa County FY 2012/2013

Report Status: Unsubmitted

Form 1

## SHIP Distribution Summary

### Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
6	Emergency Repair	\$135.00	1	\$6,865.00	1	\$13,288.45	1
3	Substantial Rehabilitation	\$0.00	0	\$0.00	0	\$3,051.71	1
2	First Time Homebuyer	\$17,500.00	2	\$10,000.00	1	\$38,910.00	4
<b>Homeownership Totals:</b>		<b>\$17,635.00</b>	<b>3</b>	<b>\$16,865.00</b>	<b>2</b>	<b>\$55,250.16</b>	<b>6</b>

### Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
<b>Rental Totals:</b>							
<b>Subtotals:</b>		<b>\$17,635.00</b>	<b>3</b>	<b>\$16,865.00</b>	<b>2</b>	<b>\$55,250.16</b>	<b>6</b>

### Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$6,220.90		
Homeownership Counseling			
Admin From Program Income	\$4,847.10		
Admin From Disaster Funds			

<b>Totals:</b>	<b>\$28,703.00</b>	<b>3</b>	<b>\$16,865.00</b>	<b>2</b>	<b>\$55,250.16</b>	<b>6</b>
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### Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$62,209.00
Program Income (Interest)	\$760.00
Program Income (Payments)	\$47,715.00
Recaptured Funds	\$0.00
Disaster Funds	
Other Funds	
Carryover funds from previous year	-\$9,865.84
<b>Total:</b>	<b>\$100,818.16</b>

\* Carry Forward to Next Year: \$0.00

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

AGENDA  
PUBLIC WORKS COMMITTEE  
July 22, 2013

Chairman: Commissioner Williamson

Vice Chairman: Commissioner Melvin

1. Discussion of Amendment #1 to annual contract WS779 with Florida Department of Corrections regarding term and compensation for one inmate work squad and supervisor.
2. Discussion of Change Order #4 from Aero Training & Rental, Inc., on the Bagdad Sewer Expansion project for additional time due to weather delays and for a project scope expansion on Oak Street as described in the attachment from Kenneth Horne & Associates.

CONTRACT AMENDMENT BETWEEN  
THE DEPARTMENT OF CORRECTIONS

AND

SANTA ROSA COUNTY, BOARD OF COUNTY COMMISSIONERS

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

This Amendment:

- renews the Contract for one (1) year pursuant to **Section I., B., Contract Renewal**;
- revises the end date of the Contract referenced in **Section I., A., Contract Term**; and
- replaces Addendum A with Revised Addendum A, effective November 12, 2013.

Original contract period: November 12, 2012 through November 11, 2013

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

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

A. This Contract began November 12, 2012 and shall end at midnight on November 11, 2014.

This Contract is in its final renewal year.

2. Pursuant to **Section III., COMPENSATION, A., 5**, the rate of compensation is amended to reflect the rates indicated in Revised Addendum A. Addendum A is hereby replaced with Revised Addendum A, effective November 12, 2013.

3. Addendum A is hereby replaced with Revised Addendum A, effective October 6, 2013.

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

This Amendment shall begin on the last date of signature by all parties, whichever is later.

BALANCE OF PAGE INTENTIONALLY LEFT BLANK

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

**AGENCY: SANTA ROSA COUNTY, BOARD OF  
COUNTY COMMISSIONERS**

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

**DEPARTMENT OF CORRECTIONS**

**Approved as to form and legality,  
subject to execution.**

SIGNED  
BY: \_\_\_\_\_  
NAME: **Michael D. Crews**  
TITLE: **Secretary  
Department of Corrections**  
DATE: \_\_\_\_\_

SIGNED  
BY: \_\_\_\_\_  
NAME: **Jennifer A. Parker**  
TITLE: **General Counsel  
Department of Corrections**  
DATE: \_\_\_\_\_

**Revised Addendum A**  
**Inmate Work Squad Detail of Costs for Santa Rosa County, Board of County Commissioners**  
**Interagency Contract Number WS779 AMD#1 Effective November 12, 2013**

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

			Per Officer Annual Cost	Total Annual Cost
<b>I. CORRECTIONAL WORK SQUAD OFFICER SALARIES AND POSITION RELATED-EXPENSES TO BE REIMBURSED BY THE AGENCY:</b>				
Officers Salary	# Officer: Multiplier	<u>1</u>	\$ 54,194.00 **	\$ 54,194.00
Salary Incentive Payment			\$ 1,128.00	\$ 1,128.00
Repair and Maintenance			\$ 121.00	\$ 121.00
State Personnel Assessment			\$ 354.00	\$ 354.00
Training/Criminal Justice Standards			\$ 200.00	\$ 200.00
Uniform Purchase			\$ 400.00	\$ 400.00
Uniform Maintenance			\$ 350.00	\$ 350.00
Training/Criminal Justice Standards *			\$ 2,225.00	
<b>TOTAL - To Be Billed By Contract To Agency</b>			\$ 58,972.00	\$ 56,747.00

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

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

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

	Number Squads	Total Annual Cost
<b>II. ADMINISTRATIVE COSTS TO BE REIMBURSED BY THE AGENCY:</b>		
Costs include but may not be limited to the following: Rain coats, staff high visibility safety vest, inmate high visibility safety vest, fire extinguisher, first aid kit, personal protection kit, flex cuffs, warning signs, handcuffs, Igloo coolers, portable toilets, insect repellants, masks, vaccinations, and other administrative expenses.		
	1	\$ 750.00
<b>TOTAL - To Be Billed By Contract To Agency</b>		\$ 750.00

**III. ADDITIONAL AGENCY EXPENSES:**

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

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

**Revised Addendum A**  
**Inmate Work Squad Detail of Costs for Santa Rosa County, Board of County Commissioners**  
**Interagency Contract Number WS779 AMD#1 Effective November 12, 2013**

IV. OPERATING CAPITAL TO BE ADVANCED BY AGENCY:		Per Unit Cost	Number of Units	Total Cost	Bill To Agency	Provided By Agency	Already Exists
Hand Held Radio	MACOM	\$4969.00	<input type="checkbox"/>	\$ -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Mounted Radio	MACOM	\$5400.00	<input checked="" type="checkbox"/>	\$ -	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>TOTAL Operating Capital To Be Advanced By Agency</b>				<b>\$ -</b>			

V. TOTAL COSTS TO BE ADVANCED BY AGENCY:	Total Cost
1. Operating Capital - from Section IV.	\$0.00
2. <b>Grand Total - To Be Advanced By Agency At Contract Signing:</b>	<b>\$0.00</b>

VI. TOTAL COSTS TO BE BILLED TO AGENCY BY CONTRACT:	Total Cost
1. Correctional Officer Salaries and Position-Related Expenses - from Section I.	\$56,747.00
2. Other Related Expenses and Security Supplies - from Section II.	\$750.00
3. <b>Grand Total - To Be Billed To Agency By Contract:</b>	<b>\$57,497.00</b>

<b>VII. TOTAL OF ALL COSTS ASSOCIATED WITH CONTRACT:</b> (Total of Sections V. and VI.)	<b>\$57,497.00</b>
--	--------------------

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

**Addendum A - INSTRUCTIONS**  
**Inmate Work Squad Detail of Costs for Santa Rosa County, Board of County Commissioners**  
**Interagency Contract Number WS779 AMD#1 Effective November 12, 2013**

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



Kenneth Horne & Associates, Inc.  
CIVIL ENGINEERS

July 16, 2013

Hunter Walker  
County Administrator  
Santa Rosa County  
6495 Caroline St., Suite M  
Milton, FL 32570

Re: Bagdad Sewer Extension  
KH&A Reference No. 201041  
Change Order No. 4 – Scope Addition & Time Extension Request

2

Dear Mr. Walker:

Attached are three copies of Change Order No. 4 for the referenced project. The change addresses two issues: One – the addition of 400 linear feet of sanitary sewer on Oak Street along with six new sewer services; and Two – additional time associated with the construction delays resulting from the recent wet weather.

The proposed change order allows recovery of a portion of the originally planned project scope using currently available funds. The adjusted contract amount following approval of Change Order Number 4 is \$650,552.45. Total funds available are \$670,744.92. (Including \$634,235.12 in grant funds and a \$36,509.80 commitment from the City of Milton).

The second issue addresses an extension of time for the Contract. While we might have questioned whether 49 days extension was warranted due to weather alone, it is our opinion that the additional 49 days is entirely reasonable when considering both weather and the increase in project scope.

Kenneth Horne & associates, Inc. recommends approval of the Change Order No. 4 proposal as submitted. Please call if you have questions or require additional information.

Very truly yours,

KENNETH HORNE & ASSOCIATES, INC.

Kenneth C. Horne, PE  
President

CC: Robin Phillips

**CHANGE ORDER**

**Project: BAGDAD SEWER EXPANSION**

**Change Order No. 4**

**2008 CDBG DISASTER RECOVERY GRANT**

**Date: July 15, 2013**

The Contractor, AERO Training & Rental, Inc., is hereby ordered to make the following changes from the plans and specifications or do the extra work on your Contract dated October 1, 2012. The adjustment in compensation that will be due the Contractor by reason of these changes will be made on the following basis:

ITEM NO.	ITEM	CHANGE	UNIT	UNIT PRICE	AMOUNT	
					INCREASE	DECREASE
3	Construction Layout	1	LS	\$1,000.00	\$1,000.00	
4	Construction Testing	1	LS	\$500.00	\$500.00	
6	Trench Safety Compliance	1	LS	\$750.00	\$750.00	
7	Erosion Control (BMPS & NPDES Reqmts)	1	LS	\$750.00	\$750.00	
9	Maintenance of Traffic	1	LS	\$400.00	\$400.00	
11	R/W Restoration & Landscaping	1	LS	\$500.00	\$500.00	
12	Abandon Existing Septic Tank & Connect to New Lateral	3	EA	\$750.00	\$2,250.00	
13	Remove Existing Asphalt	1133	SY	\$2.15	\$2,435.95	
19	4' Dia. Manholes (8.01'-10' Depth)	1	EA	\$3,500.00	\$3,500.00	
24	8" PVC Sewer (10.01-13' Depth)	400	LF	\$25.00	\$10,000.00	
26	Select Backfill	250	CY	\$10.00	\$2,500.00	
27	Manhole Stub-outs & Cap	1	EA	\$750.00	\$750.00	
29	4" PVC Sewer Lateral	150	LF	\$7.00	\$1,050.00	
30	Connect to Existing Sewer	1	EA	\$1,500.00	\$1,500.00	
35	1-1/2" FDOT Type SP-12.5 Asphalt	1133	SY	\$7.50	\$8,497.50	
41	Protect/Renew Water Services	4	EA	\$250.00	\$1,000.00	
42	Protect/Renew Gas Services	3	EA	\$300.00	\$900.00	
CO1	Change Order #1 Property line cleanouts	3	EA	\$145.00	\$435.00	
CO4	6" Base (Replaces Asphalt Patch) <i>(Applicable to Oak Street Only)</i>	1133	SY	\$9.00	\$10,197.00	
	<b>Total</b>				<b>\$48,915.45</b>	

Original Contract Amount \$586,337.00

Total Increase/Decrease of Previous Change Orders: \$15,300.00

Total Increase/Decrease of this Change Order: \$48,915.45

Revised Contract Amount \$650,552.45

Contract Substantial Completion Date is Increased/Decreased 49 days to 336 days.

**SIGNATURES**

Contractor: *Lewis Cooper*  
AERO Training & Rental, Inc.

Date: 7/16/13

Engineer: *Kenneth H.*  
Kenneth Home and Associates, Inc.

Date: 7/17/13

Owner: \_\_\_\_\_  
Santa Rosa County

Date:

Aero Training & Rental, Inc.  
537 Gulf Shore Drive  
Destin, FL. 32541  
850-837-4928

7-15-13

Ed Bowles  
Kenneth Horne & Associates  
7201 N. 9th Ave, Ste. 6  
Pensacola, FL 32504

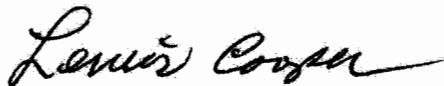
RE: Bagdad Sewer Expansion - Time

Dear Mr. Bowles,

Since June 13th, 2013, we have had 28 days of rain, with 4 days having 3-6 inches of rainfall. In the 28 days, we've had approximately 20 inches of rain. The problem is DEP classifies all underground water as contaminated. In dewatering, even with filters, there is too much sand in the water to put directly into the Milton sewer system. With the water table so high, the volume to be dewatered is too great for the sewer system or the holding pond. At present, water is running out of the ground in the streets. Until we have some clear weather and the water table goes down, there is too large of a volume of contaminated water to attempt to pump, as there is no where to put the contaminated water.

Due to the uncertainty of the above circumstances, we are requesting an extension until September 30th, 2013.

Thank you,



Lewis Cooper



# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Melvin  
Vice Chairman: Commissioner Lynchard

July 22, 2013

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

Discussion of County Expenditures / Check Register

No support documentation for this agenda item.