

September 8, 2015

**ECONOMIC DEVELOPMENT COMMITTEE**

1. Discussion of soliciting proposals for lease of approximately 18 acres located in the Santa Rosa Industrial Park.

**To:** Santa Rosa County Board of County Commissioners

**From:** Shannon Ogletree, CEcD, Director

**Re:** Recommendation to advertise for the lease of approximately 18 acres in the Santa Rosa Industrial Park (Project Training Day)

**Date:** September 2, 2015

### **RECOMMENDATION**

The Santa Rosa EDO is requesting that the Board of County Commissioners authorize staff to advertise for the lease of approximately 18 acres located in the Santa Rosa Industrial Park.

### **BACKGROUND**

Project Training Day is an expansion of an existing utility business in the Santa Rosa Industrial Park. The property is needed for a training area to simulate field conditions for certifications in CDL, Flagging, First Aid and Digger Derrick. The requested property has been on the market for many years with little to no interest to buyers due to the undesirable conditions of the land.

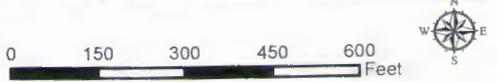
The company will clear the land at their expense and will obtain all necessary permits to build a simulation of an electrical substation and power poles for the on-hands portion of the lineman school.

The project is expected to add 10 new employees over a three year period with an average wage of well above 150% of the average county wage.

Each course will last 10 weeks and by year two they are anticipating 65 students in each class. Over this 10 week period each student will need meals and lodging bringing over \$45,000 into the Santa Rosa local businesses. By year four the company anticipates having 200 students with an impact of over \$100,000 for meals and housing alone. Project Training Day would like to make Santa Rosa County their headquarters for training if an agreement can be made for leasing the property.



# Project Training Day



September 8, 2015

**ADMINISTRATIVE COMMITTEE**

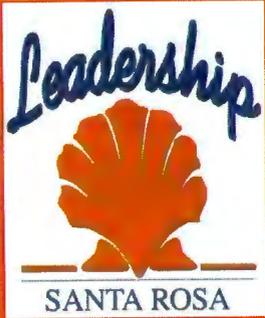
1. Discussion of location of proposed Navarre Black Hawk Memorial in the Navarre Park as requested by Leadership Santa Rosa Class #29.
2. Discussion of county public transit options as requested by Bridges out of Poverty and faith based partners.
3. Discussion of joint meeting with Santa Rosa County School Board regarding growth management issues by Tim Wyrosdick School Superintendent.
4. Discussion of advertising Request for Qualifications (RFQ) for consulting services to update the Land Acquisition Study limiting encroachment at NAS Whiting Field and outlying fields.
5. Discussion of ordinance suspending transportation impact fees which expires September 30, 2015.
6. Discussion of replacement of panic alarm system at Courthouse at total cost of \$15,840 as recommended by Courts Administration and Courts Security.
7. Discussion of repealing Resolution 2015-43 removing Ponderosa Drive design and construction projects from 2015 MSBU Rate Resolution due to inadequate notice.
8. Discussion of appointing Don Richards as District Five member of Zoning Board.
9. Discussion of placement of Little Free Library in District One parks/recreation facilities.
10. Discussion of Fun Run/Walk around Spencer Field OLF either Saturday November 14, or November 21, 2015 benefitting Benny Russell Park by Pace Chapter Beta Sigma Phi.
11. Discussion of site access agreement with Florida Department of Environmental Protection for assessment of underground fuel storage tanks at Public Works complex.

12. Discussion of FY2015-2016 Florida Division of Library and Information Services State-Aid to Libraries Agreement for library operations.
13. Discussion of Community Off-site Clinic Agreement with Walgreen Company for annual employee flu shots at several locations at no cost to Santa Rosa County.
14. Discussion of proposed amendments to Human Resources Policies as recommended by Human Resources Director.
15. Discussion of annual contract with FY2015-2016 Florida Department of Health for operation of Santa Rosa County Health Department.
16. Discussion of declaration as surplus property items from Navarre Beach & Parks Department and the County Offices & Appointing Authorities as recommended by the Clerk of Courts.
17. **INFO ONLY:** Public Hearing items scheduled for 9:30 a.m. Thursday, September 10, 2015:

Proposed ordinance imposing a five cent local option gas tax in Santa Rosa County.

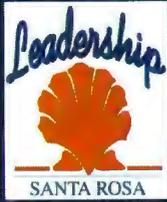
Proposed ordinance imposing the local option ninth-cent gas tax in Santa Rosa County.

Amendment to Ordinance 91-19 regarding hours of sale of alcohol in the South Santa Rosa County Tourist Development District.



# Navarre Black Hawk Memorial

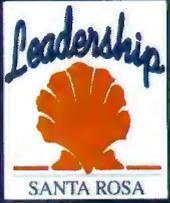
Leadership Santa Rosa Class 29  
Legacy Project



# Leadership Santa Rosa Class 29

Legacy Project

- March 10, 2015 was the eve of our class trip to Tallahassee. Most of us went to bed that unaware of the tragedy that took place and would overwhelm our communities for the next several days and beyond.
- March 11, 2015 while on the bus to Tallahassee, we learned of the training accident in the Santa Rosa Sound that took the lives of four Army National Guard Soldiers and seven Marine Raider Battalion members.
- March 11, 2015 Leadership Class 29 decided to take on the honor and challenge of the Black Hawk Memorial as our Legacy.



# Navarre Black Hawk Memorial

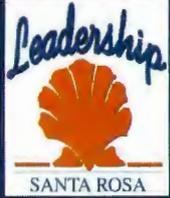
## The Catalyst

- As Santa Rosa County is home to so many active duty service men and women, the home to many whom have previously served, and the families of those who have paid the ultimate price...
- Class 29 felt it appropriate to build a Memorial that not only pays tribute to the victims of the Black Hawk but also pays homage to all who have sacrificed in service to our great Country.

## The Servicemen on the Black Hawk

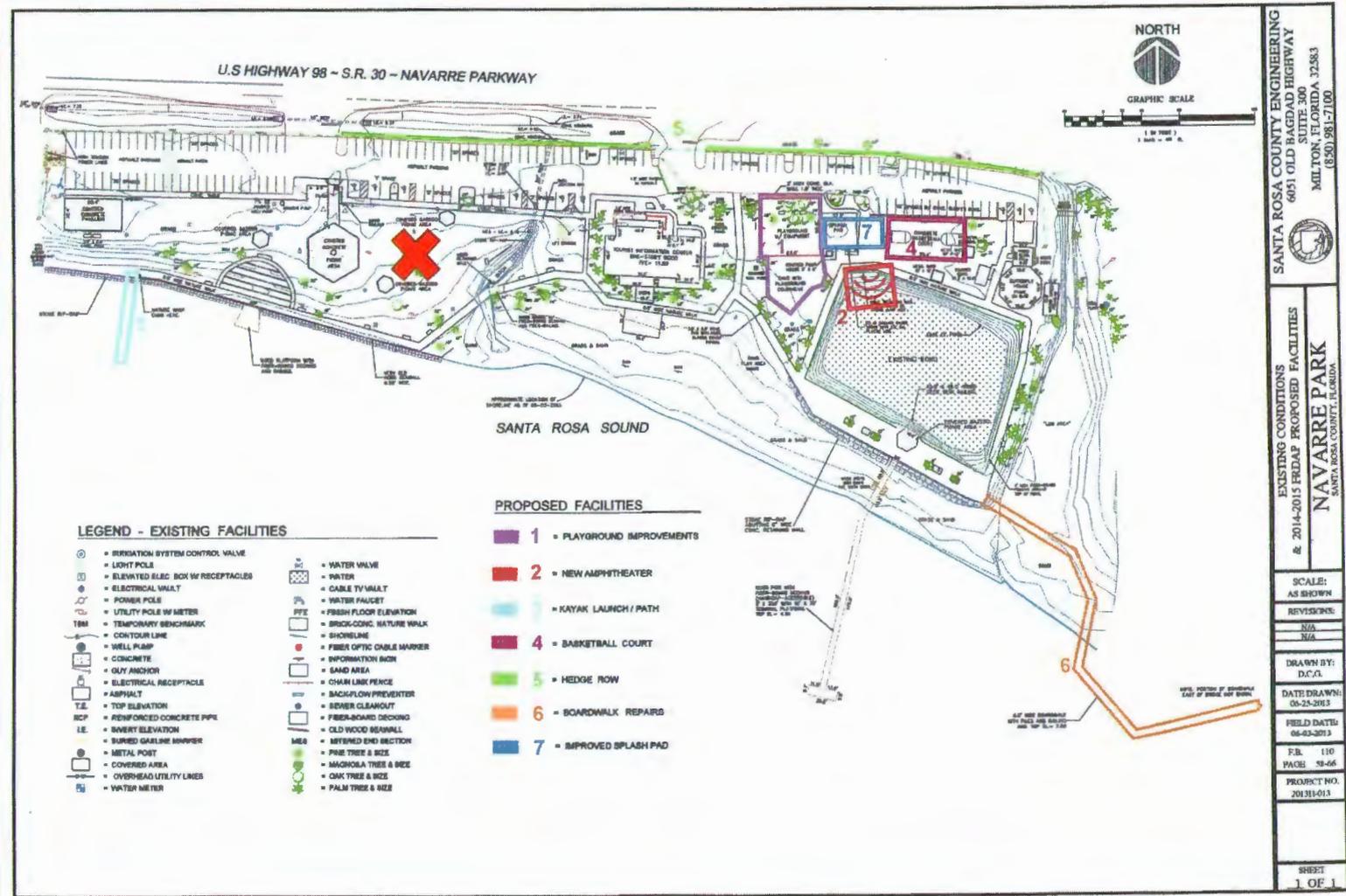


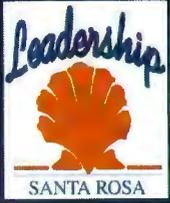
- Capt. Stanford Shaw III
- Staff Sgt. Trevor Blaylock
- Staff Sgt. Thomas Florich
- Staff Sgt. Kerry Kemp
- Chief Warrant Officer 4  
David Strother
- Staff Sgt. Liam Flynn
- Chief Warrant Officer 4  
George Wayne Griffin Jr.
- Staff Sgt. Marcus Bawol
- Staff Sgt. Lance Bergeron
- Staff Sgt. Andrew Seif
- Master Sgt. Thomas Saunders



The red "X" designates the approximate site location.

Map courtesy of Santa Rosa County Staff shows existing and proposed park facilities.





## Photos from Proposed Site Location



1. Standing at the approximate site, facing the flags.

1



2. Rotating towards the north.

2

3. Rotating to the north.

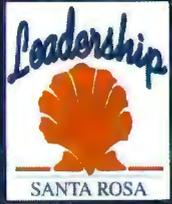


3

4. Rotating towards the east and south.



4



# Photos from Proposed Site Location



5

5. Rotating towards the south.



6

6. Rotating towards the south and west.

7. Rotating to the west.

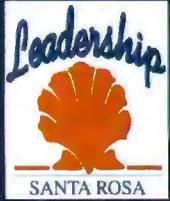


7

8. Back to facing the flags.



8



## Projected Timeline

### ■ August

- RFP's sent out to the artists who have expressed interest in bidding on the project
- Media Releases followed on WEAR-TV 3, Pensacola News Journal, Navarre Press, Facebook and the project website
- August 19, 2015 deadline for bid submissions and design ideas
- August 20, 2015 the selection process began

### ■ September

- Meet with contractor, Artist, Parks and Maintenance
- Permitting Process

### ■ October

### ■ November

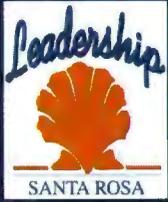
### ■ December

### ■ January

### ■ February

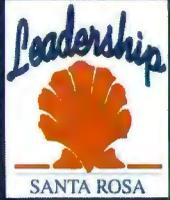
### ■ March

- Participate and help with the one year anniversary Remembrance Event of the Black Hawk Training Accident



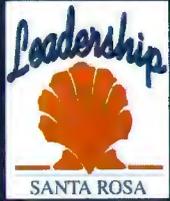
## Artist Information

- The design committee received 2 submissions from the RFP process. As a result Randy New has been requested to act as the commissioned artist, as well as general contractor for the project.
- Mr. New is a Santa Rosa County resident, and also serves as an Art Teacher at Pace High School.
- Mr. New also has a personal perspective on this project as he is a child of a fallen service member himself - 1<sup>st</sup> Lt. George New Jr. - recipient of the Bronze Star, Silver Star and the Purple Heart .
- His previous works include: (noted works are from the last 5 years)
  - 2014 - 2015: 700' painted wall mural for Olive Baptist Church's Children's Department
  - 2012 - 2015: Eight bronze portrait sculptures for the Tribal Officer of the Poarch Creek Indians
  - 2011-2012: Full size bronze portrait of Yancy Spencer III at Pensacola's Casino Beach
  - 2010: Bronze portrait of Frank Lay, retired principal of Pace HS



# Fundraising

- Donations accepted through the website:  
[www.navarreblackhawkmemorial.com](http://www.navarreblackhawkmemorial.com)
- Checks payable to **Santa Rosa Chamber Foundation**
- Direct mail campaign
  - Letters mailed to Leadership Alumni, LEAP Members, and Leadership Okaloosa
- Motorcycle Rides
  - A benefit ride was held Saturday June 6<sup>th</sup>
- Marathons/5K races
- Concerts
  - Leadership Santa Rosa has been in contact with 2 events scheduled for September 2015
- Event Opportunities
  - i.e. supporting other events while representing Leadership Santa Rosa Class 29 and collecting funds for the Memorial costs



## Direct Mail Campaign

The tragic events of March 10, 2015 in which a United States Army UH-60 Black Hawk helicopter went down in the Navarre Sound, resulting in the death of our Soldiers and seven Marines, polarized the nation and rocked the Navarre area and Santa Rosa County. Santa Rosa County and the surrounding areas of Northwest Florida have a proud history of military service and support and the members of Leadership Santa Rosa Class 29 are the embodiment of it, a group comprised of active duty military, veterans, retirees, spouses and children of someone who has served.

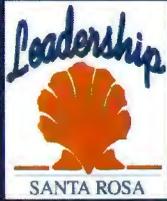
When Leadership Santa Rosa Class 29 met to discuss a legacy type class project it was not surprising to see the idea to construct a memorial to honor those who lost their lives the night of March 10<sup>th</sup> and everyone who has ever fallen in service to our great country surface as the unanimous choice. In spite of the tremendous undertaking a project of this size and scope presents, Leadership Santa Rosa Class 29 was unwavering in their commitment to provide this memorial.

Planning for the "Navarre Black Hawk Memorial", to be located in Navarre Park at 8543 Navarre Parkway, Navarre FL 32566 has begun and Leadership Santa Rosa Class 29 is working diligently to ensure completion by March 2016. As the process moves forward and more information becomes available a more accurate estimate of completion will be provided at [www.navarreblackhawkmemorial.com](http://www.navarreblackhawkmemorial.com)

Tax deductible monetary donations can be made by cash or check to the Santa Rosa Chamber Foundation and mailed to the address below. Please include Navarre Black Hawk Memorial in the memo line.

Regards,

Leadership Santa Rosa Class 29 Representative



## Example of Donation Receipt

RE: Navarre Blackhawk Memorial Donation  
Federal Tax ID No. 59-3652126

The Navarre Blackhawk Memorial, a project of Leadership Santa Rosa Class 29, is a designated 501(c)3, Federal Tax ID# 59-3652126.

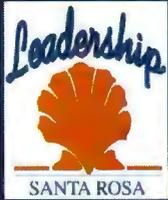
Leadership Santa Rosa is a program of the Santa Rosa County Chamber of Commerce.

Donor / Organization Name: \_\_\_\_\_

Value: \_\_\_\_\_ Accepted By: \_\_\_\_\_

(Leadership Santa Rosa Class 29 Representative)

Santa Rosa County Chamber of Commerce - 5247 Stewart Street - Milton, Florida 32570  
(850) 623-2339 [www.srcchamber.com](http://www.srcchamber.com)



## Community Events Offer Support

Leadership members have will volunteer their services at these, and other, events for additional fundraising opportunities.

Coordinators of these events have offered to donate a portion of their profits towards the memorial efforts.

**IMOGENE THEATER**  
**SEPTEMBER 11TH AND 12TH**  
**MILTON, FL ★ SHOW STARTS AT 7PM**



**FEATURED**  
**PERFORMERS UP**

- MALLEY BROTHERS
- ATLANTA RHYTHM SECTION
- GEORGIA CAPULETS

**SOUTHERN**  
**ROCK**  
**★ ALL-STAR ★**  
**REVUE AND JAM**

**BENEFITTING THE NAVARRE BEACH BLACK HAWK MEMORIAL**



**COUNTRY ON THE SOUND**

**HOT BEACHES. COOL JAMS.**  
**SEPTEMBER 25-26**  
EMCEE'D BY ART MANN. THE PARTY DOESN'T START UNTIL ART MANN ARRIVES!

**FRIDAY**      **SATURDAY**



**TRACE**  
ADKINS

**Big & Rich**  
AND COWBOY TROY

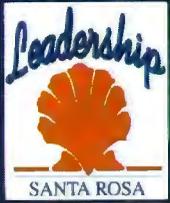
**JT HODGES**  
JASON WYATT  
ASHTON SHEPHERD  
DILLON CARMICHAEL  
CORTNI  
JASON CLARK

**MICHAEL RAY**  
THE MANTZ BROTHERS  
CHUCK WICKS  
RED MARLOW  
JAIME FOX AND THE DESERT OKIES  
THE ROWDIES

**AND THE AFTER SHOW BEACH JAM**

**HOT BEACHES. COOL JAMS.**

**COUNTRY ON THE SOUND.COM**  **ASTAR**  
PROMOTORS



## Families and The Community show their support

Within 24 hours after the incident residents organized, in huge part via social media, and several hundred gathered for a candlelight vigil to show their support and solidarity.





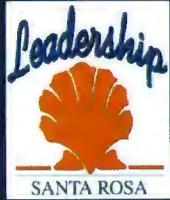
## A Leadership Member shares his story

I wanted to share a quick story. Yesterday, I went to Navarre beach on a work call. On my way out I saw a couple on the causeway bridge. They wore a Mojo69 shirt and they looked a bit lost. I just had to stop and check it out. After I introduced myself, I was amazed to find myself with the family of Chief Warrant Officer George Griffin, one of the pilots of the crashed Blackhawk. They told me several families were in town on their first visit since the crash. After a long exchange of great stories and memories from the family, they asked where the official memorial was going to be. The brother stated he heard an organization was planning one. Well, I told him he was in luck because I (proudly) was part of that organization.

It's hard to state in words the thankfulness expressed by the family when I shared just a little about our project. One of the family members shared important contact information with me which we will need at some point. I was also asked if they could attend any unveiling ceremonies if one takes place. Who can say no to that?

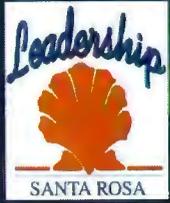
I wanted to share that experience with everyone. I was fortunate to be at the right place at the right time.

Sgt. Rich Aloy  
Public Information Officer



# Community Tributes to the Fallen

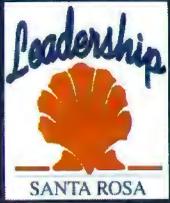




## Members of Class 29 meet the family of Chief Warrant Officer 4 David Strother.



CWO4 David Strother's Family support the Blackhawk Memorial.



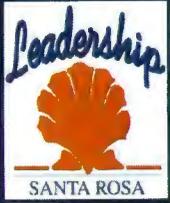
## Organizational Support

Leadership Santa Rosa Class 29 has received support from the following organizations:

- Navarre Beach Area Chamber of Commerce
- Navarre Chamber Military Affairs Council
- Santa Rosa County Chamber of Commerce
- Gulf Breeze Area Chamber of Commerce
- Leadership Santa Rosa Alumni Association
- Commissioner Rob Williamson, District 4
- NAS Whiting Field
- The family of CWO4 David Strother

Members of Class 29 have also been in contact with the following organizations to bring awareness and gain support:

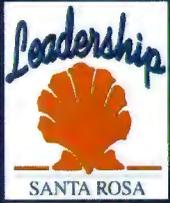
- Army National Guard
- Chief Giuliano, Eglin Air Force Base



## Installation Goal

The class members of Leadership Santa Rosa have discussed installation with the selected artist and will work diligently to meet the goal of having the memorial installed by the one year anniversary of the incident.

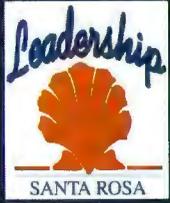
We feel this will be a meaningful installation date, as several of the family members impacted will be in the area for a commemorative event projected for March 10, 2016.



## Thank You!

The class members of Leadership Santa Rosa would like to offer their most sincere thanks to the members of the Santa Rosa County Board of commissioners for their continued support, and advice, as we work on reaching this lofty goal.

It is our honor to work on such a meaningful project, and we hope to offer a place of reflection that will reflect the sense of gratitude felt by the local community members impacted; but also be worthy of the pride shown by the families, and the dedication exhibited by the servicemen who lost their lives in this tragedy, and selflessness of all others whom have or will have paid the ultimate price.



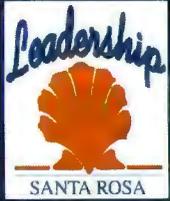
## Photos from Proposed Site Location



Standing at the approximate site,  
facing the flags.



Rotating towards the north.



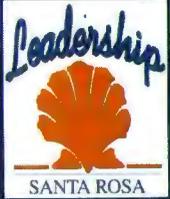
## Photos from Proposed Site Location



Rotating to the south.



Rotating towards the south and west.



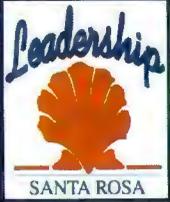
## Photos from Proposed Site Location



From the site looking west



Back to facing the flags.



## Photos from Proposed Site Location



Rotating to the north.



Rotating towards the east and south.



# Department of Public Services

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



**Tony Gomillion, Director**

## **MEMORANDUM**

**TO:** Board of County Commissioners  
**FROM:** Shawn Ward, Transportation Planner  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** County Public Transit Update  
**DATE:** August 20, 2015

On July 24, 2014, the Board directed staff to coordinate with the Santa Rosa Bridges Out of Poverty and look into public transit options for Santa Rosa County. A presentation update will be given to the BOCC on Monday, September 8<sup>th</sup>. The presentation will identify current public transit options, introduce the regional transit authority study and discuss potential ways to increase public transit within Santa Rosa County.

Bridges Out of Poverty and the faith based community have taken the lead on this and will be in attendance.

### **Workshops**

On August 12, 2014, staff met with the Santa Rosa Bridges Out of Poverty Committee and updated the group on existing available transit services in Santa Rosa County.

On March 24, 2015, Santa Rosa Bridges Out of Poverty held a workshop with the local transit providers.

On May 12, 2015, Santa Rosa Bridges Out of Poverty held a workshop at Lockin Tech that was attended by local business leaders, post-secondary educational and city representatives.

On June 15, 2015, Ferris Hill Baptist Church hosted a faith based transportation summit.

On August 10, 2015 a second follow-up meeting was held at Ferris Hill Baptist Church.

<b>Animal Services</b> Dale Hamilton Director 4451 Pine Forest Road Milton, FL 32583 (850) 983-4680	<b>Building Inspections &amp; Code Compliance</b> Rhonda C. Royals Building Official 6051 Old Bagdad Hwy, Ste 202 Milton, FL 32583 (850) 981-7000	<b>Emergency Management</b> Brad Baker Director 4499 Pine Forest Rd Milton, FL 32583 (850) 983-5360	<b>Community Planning, Zoning &amp; Development</b> Rebecca Cato Director 6051 Old Bagdad Hwy, Ste 202 Milton, FL 32583 (850) 981-7000	<b>Veterans Services</b> Karen Haworth Director 6051 Old Bagdad Hwy, Ste 204 Milton, FL 32583 (850) 981-7155
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**"One Team, One Goal, One Mission"**

No support documentation for this agenda item.



# Santa Rosa County Board of County Commissioners

**Erica Grancagnolo, Grants Manager**

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

## MEMORANDUM

**TO:** Hunter Walker  
**DATE:** September 1, 2015  
**FROM:** Erica Grancagnolo  
**RE:** FDSTF Land Acquisition Study Update RFQ

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

The grant award is \$41,310. Matching funds are a combination of \$4,620 in-kind from staff and \$36,690 cash match for which REPI funds may be used. The requested Board action is to approve the Request for Qualifications seeking a qualified consulting firm with planning and commercial real estate experience to accomplish this task within the timeframe allotted by the grant, through August 13, 2016.

Whiting Field is Santa Rosa County's largest economic contributor and is responsible for approximately \$1.2 billion, or 32% of our total economy. This update to the Land Acquisition Study will allow our county to further protect these assets.

# REQUEST FOR QUALIFICATIONS

## PLANNING CONSULTANT SERVICES TO DEVELOP A LAND ACQUISITION STUDY

### Summary

Santa Rosa County Board of County Commissioners (BOCC) is soliciting a request for qualifications for a consulting firm with planning and commercial real estate experience to update the Santa Rosa County 2003 Land Acquisition Study (LAS) and develop a phased plan to limit encroachment at Naval Air Station Whiting Field (NASWF), as well as other areas that are critical to the mission at NASWF, through the use of real estate purchases, agricultural conservation easements, and zoning mechanisms in order to preserve and protect the military mission and enhance positive relations between the community and the defense facility.

### Background

In response to Defense Base Closure and Realignment (BRAC) in the 1990s and early 2000s, and in considering that NASWF is Santa Rosa County's largest economic contributor, Santa Rosa County has made it a priority to safeguard and expand the missions of our military activities through the creation of a buffer zone around the perimeter of NASWF and the Naval Outlying Fields (NOLFs) located within the county. In 2015, Santa Rosa County was awarded a grant through the Florida Defense Support Task Force (FDSTF) to fund the update of the 2003 LAS.

### Study Area

The area for the LAS includes: NAS Whiting Field North and South; six (6) NOLFs; Peter Prince Field; and certain identified "high-use" air space areas. The study shall include those areas specifically designated as part of the Military Airport Zone (MAZ) or Airport Zone.

### Scope of Work

The project will result in a report that will identify the existing environment in the study area, any current conflicts between land uses and air operations, and potential future impacts from air operations. The report will also present strategies to minimize current or future problems, encourage compatible future development, and prevent incompatible future development.

The consultant shall update the April 2003 Land Acquisition Study to reflect changes to the land development code, Air Installation Compatible Use Zone (AICUZ) footprints, rural protection lines, and prior land easement/acquisition activities that have been updated since 2003. The consultant shall also provide a report on progress made as result of the 2003 Study.

The consultant shall update the prioritized property listings around NASWF and six NOLFs located in the county based on proximity to Accident Potential Zones, Military Airport Zones, vulnerability to incompatible development and location of existing and planned infrastructure development. The consultant shall also consider the inclusion of the Airport Zone at Peter Prince as well as certain identified "high-use" airspace areas in the prioritized property listings. This analysis should also include

identifying the property owners and pertinent data related to the parcel, establishing a range of values for the properties, and evaluating the property owner's willingness to sell or allow easement.

The consultant shall work with all applicable Santa Rosa County BOCC staff members including Grants, Planning and Development Services, County Attorney, and others as necessary; State of Florida Department of Transportation; as well as representatives from Naval Air Station Whiting Field. Consultant shall be responsible for meeting any reporting deadlines or deliverables in accordance with the FDSTF and Santa Rosa County grant contract.

**Project Length**

The project must be completed prior to the grant expiration date of August 13, 2016.

**Qualifications**

Applicants should have experience with commercial real estate, planning and development, and military relations.

**Hunter Walker**

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**From:** Hunter Walker  
**Sent:** Monday, August 31, 2015 10:12 AM  
**To:** Board of County Commissioners  
**Cc:** Roy Andrews; Joy Tsubooka; Tony Gomillion; Beckie Cato; Shawn Ward; Emily Spencer  
**Subject:** Transportation Impact Fee

Board,  
During the discussion of capital transportation funding a great deal of the focus has been on the Local Option Gas Tax (LOGT) with less focus on transportation impact fees. The current ordinance suspending the transportation impact fee ends September 30<sup>th</sup> and the Board will hold public hearings on the two LOGT ordinances at September 10<sup>th</sup> regular meeting. The transportation impact fee was enacted utilizing a comprehensive study of county transportation funding and needs in 20115-06 by Dr. Nicholas from UF to create the rational nexus between new construction and impact to transportation system. Adding the LOGT will impact these computations and will require new study before impact fees could be assessed and quite frankly the amount of time since the original study will require another study to impose the fee. At any rate, transportation impact fee discussion will be placed on agenda for next Tuesday committee meeting for Board to make a determination. Hunter

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**FIRST JUDICIAL CIRCUIT OF FLORIDA**

**Robin M. Wright, Trial Court Administrator**

**Brooke Jones, Court Operations Manager**

6865 Caroline Street, Box H  
Milton, Florida 32570



(850) 623-3159 / FAX: (850) 983-0602  
email: Brooke.Jones@flcourts1.gov

**MEMORANDUM**

**TO:** Hunter Walker, Santa Rosa County Administrator  
**FROM:** Brooke Jones, Court Operations Manager  
**DATE:** September 3, 2015  
**RE:** Santa Rosa County Courthouse – Panic Alarm System Request

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The panic alarm systems (2) currently in the Santa Rosa County Courthouse continue to experience problems. They experience frequency issues (delays), weak signals and at times, alarms not repeating back to the system at all. They also function with materials and accessories which have become obsolete.

Court Security advised if a new panic alarm system is not installed, two APX4000 Portable Model 2 radios (cost detail enclosed) would need to be purchased for compatibility purposes when the county transitions to the new county wide radio system this fall. The two radios alone would total \$7,360. If a new panic alarm system is installed only one radio would need to be purchased at a cost of \$3,680.

Enclosed are three quotes for the cost of a new system for consideration. Court Security recommends the system quoted by Lookout at a cost of \$13,960. If the Board of County Commissioners approves this request, \$3,680 for the cost of one radio would need to be added for a total of \$17,640.

Our current systems operate on a combined nineteen (19) zones with twenty-seven (27) monitored buttons. The recommended system quote would support thirty-two (32) zones and includes sixty-four (64) wireless panic buttons (32 buttons at no charge and purchasing 32 as recommended) to make available to additional staff throughout the courthouse as well as the Clerk of Court's office. An expanded, more reliable and properly functioning system will improve the safety and security for the visitors, staff and judiciary at the Santa Rosa County Courthouse. Should you have any questions or need any additional information, please do not hesitate to contact me.

cc: Sgt. Rickie Cotton, Santa Rosa County Sheriff's Office

enclosures

		<b>APX4000 Portable Model 2 FRONT DISPLAY &amp; LIMITED KEYPAD</b>	
	<b>H51UCH9PW6-N</b>	<b>APX4000 Portable - Model 2</b>	<b>\$ 1,400.00</b>
	<b>(One year warranty)</b>	<b>Meets Military Specs for Durability &amp; IP67 Standard for Submersibility</b>	
	<b>QA01749</b>	<b>ADD: ADVANCED SYSTEM KEY - SOFTWARE KEY</b>	<b>\$ 250.00</b>
	<b>QA02756</b>	<b>ADD: P25 TRUNKING SOFTWARE</b>	<b>\$ 1,570.00</b>
	<b>GA00580</b>	<b>TDMA Operation Software</b>	<b>\$ 400.00</b>
	<b>Programming</b>	<b>PROGRAMING &amp; Talk Group "Template" Set-Up</b>	<b>\$ 60.00</b>
<b>Total</b>			<b>\$ 3,680.00</b>

# LOOKOUT

PORTABLE SECURITY SYSTEMS

Portable Alarms since 1990

Lookout® Portable Security  
Manufactured by Intellitech Industries, Inc.  
4040 Royal Dr. #100  
Kennesaw, GA 30144  
800-207-6269, 770-514-7999, Fax 770-514-1285

September 1, 2015

Brooke Jones  
Santa Rosa County  
Milton, FL

Brooke,

Per your request, here is a quote for the panic button system upgrade to the Dispatcher II systems. This system has 32 zones/messages and supports 250 buttons. We will interface with the same radio system you have with the other Dispatcher I system.

1 ea. Dispatcher II alarm system upgrade	\$8850 each
- includes 32 Wireless Panic Buttons	NC (\$80 each)
- includes 2 repeaters	NC (\$450 each)
32 extra panic buttons	\$2560 (\$80 each)
Installation	\$750
Total	\$12160

We do the initial setup (record messages, set up buttons to zones, etc. based on your initial request), and you/we can tweak it very easily if you need to change something on-site.

Please adjust the price, if you need any extra buttons or repeaters. Let me know if I can help any further or if I missed anything. This quote is good for 90 days.

Sincerely,

Sutton Mehaffey  
Lookout Sales



1502 N. 9th Avenue  
 Pensacola, FL 32503  
 Phone 850-434-2050  
 Toll free 888-409-2224  
 Fax 850-469-9249

**Quoted By:** Doug Taylor  
**Email:** doug.taylor@securadyne.com

**Santa Rosa County Courthouse**  
 6865 Caroline Street, Box H  
 Milton, FL 32570  
 Brooke Jones  
 Phone: 850-983-1960  
 Fax: 850-983-0602

**Date:** 4/1/2015  
**Quotation No.:** 80268  
**Client No:** 11694  
**Payment Terms:** Net 30 days  
*Quote valid for 90 day*  
*Visa, MasterCard, AmEx, Discover*  
*Card accepted for payment.*

## Quotation

**Quotation Description:**

Santa Rosa County Courthouse, Replace Panic Button System

**Quotation Information:**

This quote is for replacement of the existing wireless panic button system at the courthouse to a capacity of 32 zones.

We will provide the following items:

1. Dispatcher 2 Current Generation wireless panic system, 32 zones, expandable to 64 zones. This kit includes the main control unit, 2 repeaters and 32 wireless panic buttons.
2. Dispatcher 2 add on repeaters (6) installed to provide coverage in the basement, 1st floor, 2nd floor and the annex trailer.
3. Dispatcher 2 add on panic buttons (48) programmed into the system.
4. Onsite installation, programming, testing and training.

Qty.	Part#	Description	
1		Dispatcher 2 System Kit, 32 zones	
6		Dispatcher 2 add on repeaters	
48		Dispatcher 2 wireless panic buttons	
<b>Equipment Sub Total:</b>			<b>29,796.50</b>
<b>Labor:</b>			
		Installation	
<b>Labor Sub Total:</b>			<b>1,690.00</b>
<b>Labor &amp; Equipment Total:</b>			<b>31,486.50</b>

**Net Total: \$ 31,486.50**  
**Tax: \$ 0.00**  
**Total Cost: 31,486.50**



Johnson Controls, Inc.  
 764 - B Lakeside Drive  
 Mobile, AL 36609  
 866.887.3608

April 2, 2015

Attn: Brooke Jones

RE: Courthouse Security System

Johnson Controls, Inc. is pleased to offer this proposal price of **\$28,918.25** for the following scope of work.

**Scope: Replace existing security system. Install new system while existing system is operating.**

**Covered Materials:**

1		Dispatcher II 32 Zone Alarm System (expandable up to 96 zones)
32	EN-1233S	Panic Buttons
5	EN-5040T	Repeaters (will do site survey for maximum coverage)
		Customer training provided

**Exclusions/Clarifications:**

This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, WI.

This proposal valid 30 days past, April 2, 2015

Sean Maloney 850.774.4846  
 Fire and Security Rep II

JOHNSON CONTROLS, INC.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_

### **TERMS AND CONDITIONS**

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. "in-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent.  
  
Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of hazardous or dangerous materials, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to hazardous or dangerous materials without JCI's express written consent.
2. **INVOICING & PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Ten percent (10%) of the contract price is for engineering, drafting and other mobilization costs incurred prior to installation. This 10% shall be included in Johnson's initial invoice. Purchaser agrees to pay Johnson the amount invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses; to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute thereof.
4. **WARRANTY.** Johnson warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or if installed by Johnson, for a period of one (1) year from installation. Johnson warrants that for equipment furnished and/or installed but not manufactured by Johnson, Johnson will extend the same warranty terms and conditions which Johnson from the manufacturer of said equipment. For equipment installed by Johnson, if Purchaser provides written notice to Johnson of any such defect within thirty (30) days after the appearance or discovery of such defect, Johnson shall, at its option, repair or replace the defective equipment. For equipment not installed by Johnson, if Purchaser returns the defective equipment to Johnson within thirty (30) days after the appearance or discovery of such a defect, Johnson shall, at its option, repair or replace the defective equipment and return said equipment to the Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by Johnson shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCULCING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.
5. **LIABILITY.** Johnson shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. **TAXES.** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Johnson's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner or other Contractors or delays caused by suppliers or subcontractors of Johnson.
8. **COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **DISPUTES.** All disputes involving more than \$15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
10. **INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.
11. **INDEMNITY.** The Parties hereto agree to indemnify each other from all liabilities, claims, expenses, losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
14. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Johnson unless accepted by Johnson in writing.



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



JAYER WILLIAMSON, District 1  
ROBERT A. "BOB" COLE, District 2  
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ROY V. ANDREWS, County Attorney  
JAYNE N. BELL, OMB Director

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

TO: Board of Commissioners

FROM: *HW* Hunter Walker, County Administrator

DATE: September 3, 2015

SUBJECT: Ponderosa Drive Water/Sewer/Paving MSBU's

Find attached email from Henry Brewton regarding the Ponderosa Drive Municipal Service Benefit Unit assessments for design and construction phases of the project.

As you will recall from MSBU rate hearing the project is pretty involved, but the bottom line is that the MSBU for the design phase was omitted from the TRIM notice due to a programming glitch in the Property Appraiser Office so homeowners were not notified of that MSBU. This same MSBU was included TRIM notice last year, however was omitted from property bill by glitch in Tax Collector Office.

The County Attorney is recommending that both the design MSBU and the construction MSBU for Ponderosa Drive be removed from the current year MSBU projects by passing attached resolution which essentially removes both from resolution passed at public hearing.

The design and construction will be properly placed on TRIM notice and reheard by Board at next year rate hearing. Given the magnitude of the project, staff recommends the entire amount be rolled into one MSBU and the repayment schedule extended to fifteen (15) years. This will delay the project a year, but will ensure that when approved it will conform to Florida statute regarding non-ad valorem assessments.

The amending resolution will be placed on agenda for Committee-of-the-Whole agenda.

## Hunter Walker

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**From:** Henry Brewton  
**Sent:** Monday, August 31, 2015 1:47 PM  
**To:** Hunter Walker  
**Subject:** FW: Ponderosa

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**From:** Jayne Bell  
**Sent:** Monday, August 31, 2015 1:46 PM  
**To:** Henry Brewton  
**Subject:** Re: Ponderosa

Please send to hunter

Sent from my iPhone

On Aug 31, 2015, at 1:43 PM, Henry Brewton <[HenryB@santarosa.fl.gov](mailto:HenryB@santarosa.fl.gov)> wrote:

Is this what you were looking for?

#### Ponderosa Design MSBU

- Split into two separate MSBUs because of prior issues in getting the project approved.
- Presented to and approved by the board for a two year assessment at \$257.14 per parcel beginning with the 2014 tax bill.

#### Ponderosa Construction MSBU

- 92 parcels
- 32 Santa Rosa County resident owners as of February 2015
- 60% of signatures required: 20
- # signatures obtained: 20

#### While preparing assessments for 2015:

- Discovered the 2014 design MSBU assessment was not included on tax bills due to a programming error.
- Administrative decision made to extend the design MSBU one year (2015 and 2016 tax bills).
- The general fund transferred \$46,000 to the Ponderosa fund to pay year-to-date and anticipated design expenditures (\$30,350 to date).
- Several parcels combined for tax purposes but were determined to be legally separate decreasing the per parcel assessment for the Design MSBU to \$248.75.
- Both MSBUs sent to property appraiser.

#### Ponderosa Construction MSBU

- Presented to and approved by the board for a ten year assessment at \$12.80 per front footage, \$189.23 per lot sewer, \$172.11 per lot water.

#### After the public hearing

- It was learned that the Design MSBU was not included on TRIM notices and the property appraiser needed to re-TRIM.

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

Pursuant to Santa Rosa County ordinances, the Board of County Commissioners hereby adopts the rates resolution establishing the 2015 – 2016 rates, repealing Resolution No. 2015-43, for the following specified municipal service benefit units:

**NEW MSBUs**

1. Autumn Trace Blvd Lighting - \$58.27 (assessment to be made annually unless modified by the Board of County Commissioners).
2. Forest at Oriole Beach Lighting - \$142.85 (assessment to be made annually unless modified by the Board of County Commissioners).
3. Little Duck Circle Paving Water Sewer – Various (see attachment A) for a ten (10) year period.
4. Oak Leigh Place Lighting - \$46.15 (assessment to be made annually unless modified by the Board of County Commissioners).
5. Summerset Estates II Lighting - \$73.58 per lot (assessment to be made annually unless modified by the Board of County Commissioners).

**EXISTING ROAD PAVING**

1. Central Parkway II (Plus) Road Paving MSBU - \$1,204.60 regular lots / \$602.30 corner lot per year for a ten (10) year period.
2. Champion Green Road Paving MSBU \$365.46 per lot per year for a five (5) year period.
3. Cornell Drive Road Paving MSBU - \$1,077.93 regular lots / \$695.24 corner lot per year for a ten (10) year period.
4. Elkhart Drive Road Paving MSBU \$473.82 regular lots / \$236.91 corner lot per year for a five (5) year period.
5. Joseph Circle Road Paving MSBU - \$626.00 regular lots / \$313.00 per corner lot per year for a ten (10) year period.
6. Longhorn Trail Road Paving MSBU - \$1,908.28 per regular lot / \$1,163.89 corner lot per year for a ten (10) year period.
7. Tallwood Court Road Paving MSBU - \$1,138.42 regular lots / \$569.21 corner lot per year for a ten (10) year period.
8. Winfield Drive Road Paving MSBU - \$389.70 regular lots / \$194.85 corner lot per year for a five (5) year period.

**EXISTING STREET LIGHTING**

1. Abernathy Subdivision Street Lighting MSBU - \$15.57 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
2. Ashley Plantation Street Lighting MSBU - \$22.07 per lot per year for a five (5) year period.
3. Ashmore Place Street Lighting MSBU - \$43.89 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
4. Autumn Run Subdivision Street Lighting MSBU - \$52.50 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
5. Bay Pines Subdivision Street Lighting MSBU - \$54.78 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
6. Bay Woods Subdivision Street Lighting MSBU - \$48.30 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
7. Berrybrook Estates Subdivision Street Lighting MSBU - \$51.98 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
8. Breckenridge Subdivision Street Lighting MSBU - \$40.64 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
9. Brighton Oaks Subdivision Street Lighting MSBU - \$123.59 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
10. Cottages at East River Subdivision Street Lighting MSBU - \$51.94 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
11. Cotton Bay Street Lighting MSBU - \$41.58 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
12. Country Meadows Subdivision Street Lighting MSBU - \$84.00 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
13. Covington Woods Subdivision Street Lighting MSBU - \$53.41 per lot (assessment to be made annually unless modified by the Board of County Commissioners).

14. Creeks Edge Lane Street Lighting MSBU - \$42.95 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
15. Creewood Place Subdivision Street Lighting MSBU - \$84.89 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
16. Creewood Village Street Lighting MSBU - \$62.37 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
17. Creewood Subdivision Street Lighting MSBU - \$88.04 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
18. Crescent III Subdivision Street Lighting MSBU - \$26.25 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
19. Cross Roads Street Lighting MSBU - \$28.35 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
20. Crosswinds Subdivision Street Lighting MSBU - \$37.80 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
21. Diamond Creek Street Lighting MSBU - \$104.18 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
22. Eagle Crest Subdivision Street Lighting MSBU - \$34.65 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
23. Falling Leaves Court Street Lighting MSBU - \$123.09 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
24. Fernwood Drive Street Lighting MSBU - \$34.18 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
25. Fieldcrest Subdivision Street Lighting MSBU - \$38.59 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
26. Foxboro Street Lighting MSBU - \$78.60 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
27. Gardenbrook Subdivision Street Lighting MSBU - \$66.99 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
28. Grand Ridge Subdivision Street Lighting MSBU - \$51.82 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
29. Habersham Subdivision Street Lighting MSBU - \$62.37 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
30. Hampton Ridge Subdivision and Estates First Addition Street Lighting MSBU - \$29.40 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
31. Harvest Point Subdivision II Street Lighting MSBU - \$22.53 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
32. Harvest Point Subdivision Street Lighting MSBU - \$46.70 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
33. Harvest Village Court Street Lighting MSBU - \$30.87 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
34. Indian Hills Subdivision Street Lighting MSBU - \$46.20 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
35. Laurelwood Subdivision Street Lighting MSBU - \$42.74 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
36. Longview Street Lighting MSBU (between Winfield Dr. and Edgewood Dr.) - \$37.99 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
37. Magnolia Heights Subdivision Street Lighting MSBU - \$52.50 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
38. Mandavilla Subdivision Street Lighting MSBU - \$58.70 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
39. Metron Estates Subdivision Street Lighting MSBU - \$35.70 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
40. North Harbor Subdivision Street Lighting MSBU - \$42.89 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
41. Pace Mill Creek Street Lighting MSBU - \$139.80 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
42. Paradise Bay I and Units 2 & 3 Street Lighting MSBU - \$35.28 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
43. Park Lane Street Lighting MSBU - \$28.88 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
44. Pebble Ridge Street Lighting MSBU - \$46.31 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
45. Plantation Woods I & II Subdivision Street Lighting MSBU - \$62.37 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
46. Plantation Woods Phase III Street Lighting MSBU - \$47.20 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
47. Polynesian Island and Polynesian Island 1<sup>st</sup> Addition Subdivision Street Lighting MSBU - \$37.68 per lot (assessment to be made annually unless modified by the Board of County Commissioners).

48. Pro Am Estates Subdivision Street Lighting MSBU - \$53.31 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
49. Promise Creek Subdivision Street Lighting MSBU - \$23.98 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
50. Quayside Village III Subdivision Street Lighting MSBU - \$57.75 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
51. Sandpiper Village Street Lighting MSBU - \$34.65 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
52. Santa Rosa Shores 7th Addition Street Lighting MSBU - \$39.69 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
53. Sawmill Subdivision Street Lighting MSBU - \$51.92 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
54. Sound Retreat Subdivision Street Lighting MSBU - \$67.10 per lot (assessment to be made annually as modified by the Board of County Commissioners).
55. Soundside Moorings Subdivision Phase II Street Lighting MSBU - \$25.96 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
56. Southwoods Subdivision Street Lighting MSBU - \$38.85 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
57. Stanford Drive Street Lighting MSBU - \$19.95 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
58. Sterling Point (Phases 1, 2, & 3) Street Lighting MSBU - \$26.25 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
59. Stonechase Phase 1 S/D Street Lighting MSBU - \$99.76 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
60. Summerset Estates Subdivision Street Lighting MSBU - \$73.92 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
61. Sundial Estates Phase I & II Subdivision Street Lighting MSBU - \$50.03 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
62. Sunset Lane Street Lighting MSBU - \$38.85 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
63. Tanglewood Oaks Subdivision Street Lighting MSBU - \$61.22 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
64. Tanglewood Subdivision Street Lighting MSBU - \$34.65 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
65. Terra Bella Subdivision Street Lighting MSBU - \$106.87 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
66. The Vineyard Subdivision Street Lighting MSBU - \$54.02 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
67. Treasure Isles Estates Subdivision Phase II Street Lighting MSBU - \$25.41 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
68. Villa Venyce Subdivision Street Lighting MSBU - \$37.80 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
69. Waterstone Subdivision Street Lighting MSBU - \$40.38 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
70. Windsor Forest Subdivision Street Lighting MSBU - \$51.92 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
71. Windward Cove Court Street Lighting MSBU - \$104.10 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
72. Winners Gait Subdivision Street Lighting MSBU - \$91.38 per lot (assessment to be made annually unless modified by the Board of County Commissioners).

#### **EXISTING IMPROVEMENTS/MAINTENANCE**

1. Ashley Plantation Street Lighting Installation - \$22.07 per lot per year for a five (5) year period.
2. Bernath Place Subdivision Improvements MSBU - \$1,060.57 per lot per year for a ten (10) year period.
3. Cornell Drive Water & Sewer MSBU - \$1,077.93 per lot per year for a ten (10) year period.
4. Hidden Forest Subdivision Improvements MSBU - \$27.07 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
5. Navarre Beach Canal #2 – Seawalls MSBU - \$1,239.57 per lot for a seven (7) year period.
6. Santa Rosa Shores Canal Maintenance MSBU - \$353.09 per lot (assessment to be made annually unless modified by the Board of County Commissioners).
7. Ski Watch Estates II Underground Utilities MSBU - \$372.62 per lot per year for a ten (10) year period.
8. Ski Watch Estates III Maintenance Dredging MSBU - \$893.61 per lot per year for a ten (10) year period.
9. Woodbine Springs Subdivision Dam / Drainage and Road Improvements MSBU - \$110.85 per parcel per year for a five (5) year period.



**EXHIBIT A****Little Duck Circle Paving, Water, Sewer**

<b>Property Ref Number</b>	<b>Assessment</b>
27-2S-28-4720-00A00-0670	1,015.76
27-2S-28-4720-00A00-0680	834.73
27-2S-28-4720-00A00-0690	1,029.99
27-2S-28-4720-00A00-0700	1,029.99
27-2S-28-4720-00A00-0710	1,029.99
27-2S-28-4720-00A00-0720	918.35
27-2S-28-4720-00A00-0730	737.84
27-2S-28-4720-00A00-0740	737.84
27-2S-28-4720-00A00-0750	884.75
27-2S-28-4720-00A00-0760	1,029.99
27-2S-28-4720-00A00-0770	1,029.99
27-2S-28-4720-00A00-0780	1,029.99
27-2S-28-4720-00A00-0790	834.73
27-2S-28-4720-00A00-0800	2,267.86
27-2S-28-4720-00A00-0810	2,463.12
27-2S-28-4720-00A00-0820	1,029.99
27-2S-28-4720-00A00-0830	1,029.99
27-2S-28-4720-00A00-0840	1,029.99
27-2S-28-4720-00A00-0850	1,029.99
27-2S-28-4720-00A00-0860	946.52
27-2S-28-4720-00A00-0870	737.84
27-2S-28-4720-00A00-0880	716.97
27-2S-28-4720-00A00-0890	852.61
27-2S-28-4720-00A00-0900	1,029.99
27-2S-28-4720-00A00-0910	1,029.99
27-2S-28-4720-00A00-0920	1,029.99
27-2S-28-4720-00A00-0930	1,029.99
27-2S-28-4720-00A00-0940	1,029.99
27-2S-28-4720-00A00-0950	1,029.99
27-2S-28-4720-00A00-0960	1,029.99
27-2S-28-4720-00A00-0970	1,029.99
27-2S-28-4720-00A00-0980	1,029.99
27-2S-28-4720-00A00-0990	1,029.99
27-2S-28-4720-00A00-1000	1,000.67
27-2S-28-4720-00A00-1010	925.65
27-2S-28-4720-00A00-1020	1,029.99
27-2S-28-4720-00A00-103A	213.59
27-2S-28-4720-00A00-1030	977.82
27-2S-28-4720-00A00-1040	860.50
27-2S-28-4720-00C00-0190	782.56
27-2S-28-4720-00C00-0200	2,282.09
27-2S-28-4720-00C00-0210	1,029.99
27-2S-28-4720-00C00-0220	1,029.99
27-2S-28-4720-00C00-0230	1,029.99
27-2S-28-4720-00C00-0240	2,490.77
27-2S-28-4720-00C00-0250	1,252.10

No support documentation for this agenda item.

No support documentation for this agenda item.

**Hunter Walker**

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**From:** Commissioner Jayer Williamson  
**Sent:** Monday, August 24, 2015 12:45 PM  
**To:** Hunter Walker; Roy Andrews  
**Subject:** FW: Letter to County Administration for November Fun/Run Walk

Not sure how we proceed but certainly a worthy cause.

Jayer

Sent from my Windows Phone

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**From:** Dawn Henderson  
**Sent:** 8/24/2015 12:11 PM  
**To:** Commissioner Jayer Williamson  
**Cc:** Misty Roberts  
**Subject:** Letter to County Administration for November Fun/Run Walk

To Whom It May Concern:

Our organization, Beta Sigma Phi, which is a service-oriented international sorority, would like to sponsor a Fun Run/Walk on November 14, 2015 OR November 21, 2015. We have blocked out these two different dates hoping that one of these will fit into the county's calendar. This Fun Run/Walk would be community/family oriented and serve as a fundraising event for the Mary Stewart Fortune Memorial Fund. Our intention is to raise funds to place a memorial of some kind at the Benny Russell Park of which Mary Stewart Fortune brought to life. Unfortunately, we lost Mary Stewart to brain cancer this past June. We would like coordinate with the county's kick off campaign for the new ADA addition to Benny Russell Park. We know Mary Stewart would have been an intricate part of this plan. So, our purpose for this fun run, in addition to raising funds for the memorial is to bring awareness to the vital need for all children to be able to enjoy Benny Russell Park. Therefore, we would like to use the sidewalks around Spencerfield so that disabled citizens would be able to be participate in this event.

Our plan is for the Fun Run to begin at Benny Russell Park crossing over to North Spencerfield Road and proceed down the sidewalks encompassing the Spencerfield Outlying Field. The participants would then return up West Spencerfield Road and cross back over to Benny Russell Park. We would assume there is a need for required police assistance for people crossing at the intersection of West and North Spencerfield Roads. We are planning for registration to begin at 8:30 am and the Fun Run/Walk to begin at 9:00am. We anticipate the Run/Walk taking 1 1/2 to 2 hours.

The theme of the Fun Run is "Be A Super Hero for A Super Woman." The children and adults will be encouraged to wear their favorite super hero attire. We are planning on having vendors including Kona Ice, Chick Fil A, and possible others. We are very interested in having some of our community heroes there for the children as well. We would like to have a firetruck and firefighters, ambulance and EMTs, and a K-9 unit. All of these elements will make a fun filled morning for the purpose of honoring the woman who began the process of building such a wonderful safe play area for children all over our county and our neighbors. We also want to be a part of the county's addition to the park making it fun and accessible to ALL children. We know that Mary Stewart would want to be a part of this process.

Thank you for your assistance and input on this event. We hope to hear from you very soon.

Sincerely,  
Misty Roberts, President of Xi Xi Chi, Pace Chapter of Beta Sigma Phi  
Dawn Henderson, Secretary of Xi Xi Chi

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



# Florida Department of Environmental Protection

Rick Scott  
Governor

Carlos Lopez-Cantera  
Lt. Governor

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Jonathan P. Steverson  
Interim Secretary

8/20/2015

SANTA ROSA COUNTY  
PO BOX 472  
MILTON, FL 32572-0472

Subject: Notice of Funding Availability for Assessment

SANTA ROSA CNTY BD OF COMMISSIONERS  
6075 OLD BAGDAD HWY  
MILTON, SANTA ROSA COUNTY  
FDEP Facility ID#57 8521109  
Eligible Discharge Date: 7/22/1987 (EDI)  
Priority Score: 26

Dear Property Owner:

Funding is currently available from the Petroleum Restoration Program (PRP) to perform a Low-Score Assessment (LSA) to assess the extent of the petroleum discharge at your facility. Any co-payments or deductibles associated with this discharge will not be required at this time unless the data demonstrates the site qualifies for closure and is issued a Site Rehabilitation Completion Order (SRCO).

In order to participate in this program, a site access agreement must be signed and returned. Please execute and return the attached PERMISSION TO ENTER PROPERTY form as soon as possible using the enclosed self-addressed stamped envelope, but within 30 days of the date of this letter. Upon receipt of the completed form, the PRP will begin preparing a scope of work and assigning a competitively procured Agency Term Contractor to begin assessment activities at your site.

Recent legislation now requires the PRP to select contractors to perform assessment and remediation of state-funded petroleum contamination. As a result, the PRP selects contractors through a competitive procurement process that is outlined in Chapter 62-772, Florida Administrative Code.

[www.dep.state.fl.us](http://www.dep.state.fl.us)

2015 AUG 24 AM 11 00

DONALD C. SPENCER  
CLERK OF COURT &  
COMPTROLLER

between the owner and the FDEP.

## INSTRUCTIONS FOR COMPLETION OF SITE ACCESS AGREEMENT

This agreement is required to allow FDEP and the Agency Term Contractor (ATC) personnel to enter your property to perform remediation services. Upon issuance of a Closure Order, your site will be restored as nearly as practical to the conditions which existed before the activities, and the access agreement shall be terminated.

The Agreement includes 21 standard paragraphs. Alteration may not be made directly on the original agreement. In addition, there are four questions concerning owner access preference that must be answered by checking the corresponding boxes. Any additional requirements or agreements may not result in the FDEP incurring additional expenses. Please see the instructions following each question for more information.

- A. Are additional requirements attached to this agreement? Note: Additional requests must be on a separate page titled Exhibit B and include the facility ID#, owner signature and date on the page.

Some property owners require additional access conditions, such as those mandated in the *Jessica Lundsford Act* for school properties, or have specific requirements regarding notification of work. Additional requirements may be requested on a separate signed and dated page to this agreement, to be titled Exhibit B. Such requests are subject to evaluation and approval by the Department. You will be informed if the Department cannot accept your request. Any changes or alterations to the standard access agreement must be made in Exhibit B, and not on the original agreement.

- B. Do you wish to participate or provide input with respect to rehabilitation of this facility?

If you wish to be in close communication with the ATC and receive notifications of work, copies of reports and recommendations for the site, select "yes" for this option. If you prefer to be hands off and let the ATC conduct all work as directed by the FDEP, please select "no."

- C. Do you wish to exercise the option to reject one Agency Term Contractor prior to assignment of work?

As required by legislation outlined in Chapter 62-772 Florida Administrative Code, FDEP will use a competitive procurement process to select an ATC to conduct the assessment/remediation activities. Checking "yes" for the above option allows you to be informed by FDEP which ATC is selected before they are authorized to initiate activities, and reject one selected ATC, if you so choose.

- D. Do you want the Contractor to contact you to obtain a separate site access agreement? Note: Additional site access agreements between the owner and ATC must be completed within ninety (90) calendar days.

If "yes" is selected, you will be contacted by the ATC to discuss the terms of your additional site access agreement prior to beginning any work at your site. The State of Florida does not review or give advice regarding these separate agreements. If you choose to do this, the separate access agreement cannot contradict, and must be subservient to, the agreement between the owner and the FDEP.

Code, or low-scored site initiative no further action order pursuant to Section 376.3071(12)(b), Florida Statutes ("Order"). At which time the Owner shall be provided a copy of the Order and this Agreement shall be automatically terminated.

5. Work Performed during Business Hours. The Department and Contractor may enter the Property during normal business hours and may also make arrangements to enter the Property at other times after agreement from the Owner.

6. Activities Comply with Applicable Laws. The Department and Contractor agree that any and all work performed on the Property and in association with this Agreement shall be done in a good, safe, workmanlike manner, and in accordance with applicable federal and state statutes, rules and regulations.

7. Proper Disposal of Contaminated Media. The Department and Contractor shall ensure that soil cuttings, any work materials, and water generated shall be disposed of in accordance with Environmental Laws. All soil cuttings, waste materials and development water generated shall be promptly removed from the Property.

8. Property Restoration. The Department shall pay the reasonable costs of restoring the Property as nearly as practicable to the conditions which existed before activities associated with contamination assessment or remedial action were taken.

9. Owner's Non-Interference. The Owner shall not interfere with the Department or Contractor when performing the Permissible Activities. Owner shall not damage any equipment including wells, piping, and remediation system that may be located on the Property. Owner shall notify the Department 90 days prior to commencement of any construction, demolition or other work on the Property that may damage or destroy any part of the equipment installed under this Agreement. If the Department anticipates that the remediation equipment will not be used for over one calendar year, the Owner can request removal of the remediation equipment if it is interfering with the operation of the business or with planned construction activities.

10. Non-revocable. If Property is the source of the discharge that is eligible for State funded remediation pursuant to Chapter 376, Florida Statutes, access to the Property is required and Owner may not revoke this Agreement with the Department until the appropriate site rehabilitation completion order is issued under Chapter 62-780.680 or a low-scored site initiative order issued pursuant to Section 376.3071(12)(b), Florida Statutes, is final.

11. No Admission. The granting of this Agreement by the Owner is not intended, nor should it be construed, as an admission of liability on the part of the Owner for any contamination discovered on the Property.

12. Owner's Use of Property. The Owner retains the right to use the Property, and the Department and its Contractors will work with the Owner regarding minimizing activities that may interfere with the Owner's management and use of the Property. However, neither the Department nor the Contractor are responsible for any inconvenience, economic injury, or business damage that Owner may suffer due to the performance of any Permissible Activity. This agreement does not modify any legal right the parties may have regarding negligent acts.

13. Owner's Release of Claim. If Owner selected a qualified contractor (not an agency term contractor), the Owner hereby releases the Department from any and all claims against the

B. Do you wish to participate or provide input with respect to rehabilitation of this facility?

YES

NO

C. Do you wish to exercise the option to reject one Agency Term Contractor prior to assignment of work?

YES

NO

D. Do you want the Contractor to contact you to obtain a separate site access agreement?

Note: Additional site access agreements must be completed between the owner and ATC within ninety (90) calendar days.

YES

NO

\_\_\_\_\_  
Signature of each Property Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Mailing Address

\_\_\_\_\_  
Property Owner Telephone or Cell Phone Number

\_\_\_\_\_  
Property Owner E-mail Address

Attachment A

Short Legal Description: \*DESCRIPTION PER DEED 2013\* S 1089 FT OF N 1122 FT OF E  
400 FT OF W 415 FT OF W2 OF NE4 AS DES IN DB 96 PG 498 LESS OR 520 PG 162 (FOR  
#35.1) & LESS OR 755 PG 186 (FOR #35.2) & LESS OR 1121 PG 84 (FOR #35.3) & LESS  
OR 1715 PG 523 (FOR #35.4)

FDEP Coordinates(Degrees Minutes Seconds) for Facility 57/ 8521109:

Latitude 30<sup>0</sup> 36' 4.0752 "  
Longitude 87<sup>0</sup> 4' 13.6380"



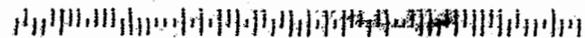
Alan Sakole  
Petroleum Restoration Program  
Bob Martinez Center  
2600 Blair Stone Road MS 4540  
Tallahassee, Florida 32399-2400

STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF PETROLEUM STORAGE SYSTEMS  
2600 BLAIR STONE ROAD, MS 4540  
TALLAHASSEE, FLORIDA 32399-2400



SANTA ROSA COUNTY  
PO BOX 472  
MILTON, FL 32572-0472

32572-0472 8004



# SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES  
AND RISK MANAGEMENT

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

DEVANN COOK  
DIRECTOR

## MEMORANDUM

**TO:** Hunter Walker  
**FROM:** DeVann Cook *DeVann*  
**SUBJECT:** Library Grant Agreement  
**DATE:** August 31, 2015

Please find attached, the agreement for our "State Aid to Libraries Grant". We estimate this year's award to be \$56,000.00. I request Board approval and execution of this agreement.

DC/lh

Attachment

cc: G. Wilson

**STATE AID TO LIBRARIES GRANT  
AGREEMENT BETWEEN  
THE STATE OF FLORIDA, DEPARTMENT OF STATE  
AND  
Santa Rosa County Board of County Commissioners  
for and on behalf of  
Santa Rosa County Library System**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Santa Rosa County Board of County Commissioners for and on behalf of Santa Rosa County Library System, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2015-2016 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **Grant Purpose.** This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.
  - a) The Grantee shall perform the following **Scope of Work** as identified in Section 257.17 *Florida Statutes*:

Manage or coordinate free library service to the residents of its legal service area. The Grantee shall:

1. Have a single administrative head employed full time by the library's governing body;
2. Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
3. Provide access to materials, information and services for all residents of the area served; and
4. Have at least one library, branch library or member library open 40 hours or more each week.

- b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payment to be awarded.

Payment 1, Deliverable/Task 1:

- The first payment will be a fixed price in the amount of 100% of the grant award. The Grantee will have at least one library, branch library or member library open 40 hours or more each week.

2. **Length of Agreement.** This Agreement shall begin the date the agreement is signed by both the Grantee's Governing Body and the Division and continue until all grant funds have been expended, unless terminated in accordance with the provisions of Section 29 of this Agreement.
3. **Expenditure of Grant Funds.** The Grantee cannot obligate or expend any grant funds before the Agreement has been signed by all parties. No costs incurred after termination of the Agreement shall be allowed unless specifically authorized by the Division.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

**For the Division of Library and Information Services:**

Marian Deeney, Library Program Administrator  
Florida Department of State  
R.A. Gray Building  
Mail Station # 9D  
500 South Bronough Street  
Tallahassee, Florida 32399  
Phone: (850) 245-6620  
Facsimile: (850) 245-6643  
Email: marian.deeney@dos.myflorida.com

**For the Grantee:**

Gwen Wilson, Library Director  
6275 Dogwood Drive  
Milton, Florida 32570  
Phone: (850) 981-7323  
Facsimile: (850) 626-3085  
Email: gwenw@santarosa.fl.gov

5. **Grant Payments.** All grant payments are requested by submitting a Grant Payment Request Form. The Grant Payment Request Form is available on the Division's website at [info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms/](http://info.florida.gov/services-for-libraries/grants/cooperative/guidelines-applications-and-forms/). The total grant award shall not exceed the amount specified on the "Fiscal Year 2015-2016 State Aid to Libraries Final Grants" document (Attachment B), which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. The grant payment schedule is outlined below:
  - a) The first payment will be a 100% fixed price in the amount of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit [myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf](http://myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf). The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit [flvendor.myfloridacfo.com/](http://flvendor.myfloridacfo.com/). **A copy of the Grantee's Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

Should the library fail to provide free library service to the public or to be open for at least 40 hours per week, it will no longer be eligible to receive State Aid to Libraries grant funding, and its funding will be reduced to zero.

First payment will be withheld if Deliverables are not satisfactorily completed.

- 9. Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, web pages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

- 10. Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures, which are available online at [myfloridacfo.com/aadir/reference\\_guide/](http://myfloridacfo.com/aadir/reference_guide/).

Grant funds may not be used for the purchase or construction of a library building or library quarters.

- 11. Travel Expenses.** The Subgrantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
- 12. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.
- 13. Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Library Program Administrator, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

- 14. Single Audit Act.** Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, Florida Statutes. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$500,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 257.41(3), Florida Statutes within nine months of the close of its fiscal year.
- 15. Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
- 16. Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
- 17. Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
- 18. Investment of Funds Received But Not Paid Out.** The Grantee may temporarily invest any or all grant funds received but not expended in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes*. Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than \$100 within any quarter may be held until the next quarter when the accrued interest totals more than \$100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's Final Report at the end of the Grant Period.
- 19. Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.

**20. Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:

- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
- d) The name of the account(s) must include the grant award number;
- e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
- f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

**21. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

**22. Lobbying.** The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.

**23. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

**24. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.

**25. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.

- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
- b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
- c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
- d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

**26. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 19, Noncompliance.

**27. No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.

- 28. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
- 29. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
- 30. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
- 31. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
- 32. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.

2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
  - b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- 33. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 34. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 35. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
- 36. Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
- 37. Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990.
- 38. Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

**39. Entire Agreement.** The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Federal and State of Florida Single Audit Act Requirements (Attachment A), including Exhibit 1.
- c) Fiscal Year 2015-2016 State Aid to Libraries Final Grants (Attachment B)

**The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.**

Date of Agreement: \_\_\_\_\_

Grantee:

By: \_\_\_\_\_  
Chair of Governing Body or  
Chief Executive Officer

Commissioner Don Salter  
\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Clerk or Chief Financial Officer

Donald C. Spencer  
\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Date

Department of State:

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

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Witness

## **ATTACHMENT A**

### **FEDERAL AND STATE OF FLORIDA SINGLE AUDIT ACT REQUIREMENTS**

#### **AUDIT REQUIREMENTS**

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Agreement.

#### **MONITORING**

In addition to reviews of audits conducted in accordance with 2 *CFR* 2 Subpart F – Audit Requirements and Section 215.97, *Florida Statutes*, monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 *CFR* 2 §200.328 and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer or Auditor General.

#### **AUDITS**

##### **PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization that has received federal funds awarded through the Department of State. Exhibit 1 to this attachment indicates whether federal resources have been awarded through the Department of State by this agreement.

2 *CFR* 2 §200.501 Audit Requirements:

(a) *Audit required.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single audit conducted in accordance with 2 *CFR* 2 §200.514 Scope of audit, except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends federal awards under only one federal program (excluding R&D) and the federal program's statutes, regulations, or the terms and conditions of the federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 *CFR* 2 §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the federal awards expended were received from the same federal agency, or the same federal agency and the same pass-through entity, and that federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when federal awards expended are less than \$750,000.* A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not federal awards. Section §200.330 Subrecipient and contractor determinations should be considered in determining whether payments constitute a federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with federal statutes, regulations, and the terms and conditions of federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with federal statutes, regulations, and the terms and conditions of federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

The Internet address listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

U.S. Government Printing Office  
[www.ecfr.gov](http://www.ecfr.gov)

## **PART II: STATE FUNDED**

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(1), *Florida Statutes* and has received state funds awarded by the Department of State. Exhibit 1 to this attachment indicates whether state resources have been awarded by the Department of State by this agreement.

### **Section 215.97, *Florida Statutes* Single Audit Requirements**

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Executive Office of the Governor and the Chief Financial Officer; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. Exhibit 1 to this attachment indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1 of this attachment, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), *Florida Statutes* and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes* is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet addresses listed below will assist recipients in locating documents referenced in the text of this agreement and with the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)  
[fldfs.com](http://fldfs.com)

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

### **PART III: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with 2 *CFR* 2 §200.512 and required by Part I of this attachment shall be submitted, when required by 2 *CFR* 2 §200.512, by or on behalf of the recipient, directly to each of the following:

- A. The Department of State at the following address:

Office of Inspector General  
Florida Department of State  
R. A. Gray Building, Room 114A  
500 South Bronough St.  
Tallahassee, FL 32399-0250

- B. The Federal Audit Clearinghouse, electronically, at *harvester.census.gov/sac/* as designated in 2 *CFR* 2 §200.512

- C. Other federal agencies and pass-through entities, in accordance with 2 *CFR* 2 §200.513.

2. In the event that a copy of the reporting package for an audit required by Part I of this attachment and conducted in accordance with 2 *CFR* 2 §200.501 Audit Requirements is not required to be submitted to the Department of State for the reasons pursuant to 2 *CFR* 2 §200.501, the recipient shall submit the required written notification pursuant to 2 *CFR* 2 §200.501 (d) and a copy of the recipient's audited schedule of expenditures of federal awards directly to the following:

Office of Inspector General  
Florida Department of State  
R. A. Gray Building, Room 114A  
500 South Bronough St.  
Tallahassee, FL 32399-0250

A non-federal entity that expends less than \$750,000 during the non-federal entity's fiscal year in federal awards is exempt from federal audit requirements for that year, except as noted in 2 *CFR* 2 §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the federal agency, pass-through entity and Government Accountability Office (GAO).

3. Copies of financial reporting packages required by Part II of this attachment shall be submitted, by or on behalf of the recipient, directly to each of the following:

A. The Department of State at the following address:

Office of Inspector General  
Florida Department of State  
R. A. Gray Building, Room 114A  
500 South Bronough St.  
Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Any reports, management letters or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 *CFR* 2 Subpart F, Audit Requirements; Section 215.97, *Florida Statutes*; and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, as applicable.
5. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 *CFR* 2 Subpart F or Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General* should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **PART IV: RECORD RETENTION**

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued and shall allow the Department of State or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State or its designee, Chief Financial Officer or Auditor General upon request for a period of five fiscal years from the date the audit report is issued, unless extended in writing by the Department of State.

**EXHIBIT 1**

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

Not Applicable.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not Applicable.

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not Applicable.

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

**SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:**

Florida Department of State, State Aid to Library Grants, CSFA Number 45.030  
Award Amount: Listed on Attachment B, Fiscal Year 2015-2016 State Aid to Libraries Final Grants

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

As contained in the Compliance Supplement to CSFA Number 45.030.

**ATTACHMENT B**

Fiscal Year 2015-2016 State Aid to Libraries Final Grants

# SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES  
AND RISK MANAGEMENT

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

DEVANN COOK  
DIRECTOR

## MEMORANDUM

**TO:** Hunter Walker  
**FROM:** DeVann Cook *DeVann*  
**SUBJECT:** Walgreens Immunization Agreement  
**DATE:** August 31, 2015

Walgreens Pharmacy has offered again this year to hold four (4) immunization clinics for Santa Rosa County employees and their spouses. A copy of the agreement is attached. I request Board approval.

DC/lh

cc: R. Andrews  
C. Williams



Immunization Program



Walgreens Community Off-Site Agreement

[Spanish Version](#) | [Print Contract](#)



COMMUNITY OFF-SITE CLINIC AGREEMENT

This **COMMUNITY OFF-SITE CLINIC AGREEMENT** ("Agreement") by and between the party indicated below ("Client"), and Walgreen Co., on behalf of itself and all of its subsidiaries and affiliates ("Walgreens") is made and entered into on the date last signed by an authorized representative of both the Client and Walgreens (the "Effective Date").

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Client and Walgreens, by their signatures below, hereby agree that (i) Walgreens will provide the Immunizations listed below, consisting of dispensing and administering of a certain vaccine or vaccines to participants ("Participants") at mutually agreed upon dates and times at the Client's facility(ies) listed below ("Covered Services"); and (ii) it will comply with the terms and conditions of this Agreement, as shown on the following pages.

Immunization	Payment Method	Price
Influenza - Standard/PF Injectable (trivalent)	Submit Claims to Pharmacy Insurance	N/A
Influenza - High Dose	Submit Claims to Pharmacy Insurance	N/A
Pneumovax 23	Submit Claims to Pharmacy Insurance	N/A
Prevnar 13	Submit Claims to Pharmacy Insurance	N/A
TDAP (Boostrix, Adacel)	Submit Claims to Pharmacy Insurance	N/A

\*Price includes vaccine and administration.

Client Facility Location(s)\*:

CLINIC LOCATION A

Estimated Shots per Immunization			
<input type="checkbox"/> 40	Influenza - Standard/PF Injectable (trivalent) (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 0	Influenza - High Dose (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 2	Pneumovax 23 (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 0	Prevnar 13 (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 2	TDAP (Boostrix, Adacel) (Submit Claims to Pharmacy Insurance)		
<b>Local Contact Name</b>	<b>Local Contact Phone</b>	<b>Local Contact Email</b>	
Cindy Williams	850-983-1889	CindyW@santarosa.fl.gov	
<b>Address</b>	<b>Address2</b>	<b>City</b>	<b>State Zip</b>
4530 Spikes Way	County Auditorium	Milton	FL 32583
<b>Clinic Date</b>	<b>Start Time</b>	<b>End Time</b>	
09/09/2015	6:30am	9:00am	

CLINIC LOCATION B

Estimated Shots per Immunization			
<input type="checkbox"/> 60	Influenza - Standard/PF Injectable (trivalent) (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 0	Influenza - High Dose (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 3	Pneumovax 23 (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 0	Prevnar 13 (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 3	TDAP (Boostrix, Adacel) (Submit Claims to Pharmacy Insurance)		
<b>Local Contact Name</b>	<b>Local Contact Phone</b>	<b>Local Contact Email</b>	
Cindy Williams	850-983-1889	CindyW@santarosa.fl.gov	
<b>Address</b>	<b>Address2</b>	<b>City</b>	<b>State Zip</b>
6495 Caroline St.	BOCC Meeting Room	Milton	FL 32570
<b>Clinic Date</b>	<b>Start Time</b>	<b>End Time</b>	
09/09/2015	10:00am	1:00pm	

CLINIC LOCATION C

Estimated Shots per Immunization			
<input type="checkbox"/> 10	Influenza - Standard/PF Injectable (trivalent) (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 0	Influenza - High Dose (Submit Claims to Pharmacy Insurance)		
<input type="checkbox"/> 1	Pneumovax 23 (Submit Claims to Pharmacy Insurance)		

Carefully review the Community Off-Site Agreement. If you agree to the conditions of the contract, please check "Approve" below and type your name into the Electronic Signature field. If there are any discrepancies in the Agreement, reject the Agreement and provide corrections in the notes field.

Approve  
 Electronic Signature \_\_\_\_\_  
 Reject

**Submit**

<input type="checkbox"/> 0	Prevnar 13 (Submit Claims to Pharmacy Insurance)	
<input type="checkbox"/> 1	TDAP (Boostrix, Adacel) (Submit Claims to Pharmacy Insurance)	
<b>Local Contact Name</b>	<b>Local Contact Phone</b>	<b>Local Contact Email</b>
Cindy Williams	850-983-1889	CindyW@santaroa.fl.gov
<b>Address1</b>	<b>Address2</b>	<b>City</b>
5841 Gulf Breeze Pkwy	South End Service Center	Gulf Breeze
<b>Clinic Date</b>	<b>Start Time</b>	<b>End Time</b>
09/11/2015	9:00am	10:00am
		<b>State Zip</b>
		FL 32561

**CLINIC LOCATION D**

**Estimated Shots per Immunization**

<input type="checkbox"/> 35	Influenza - Standard/PP Injectable (trivalent) (Submit Claims to Pharmacy Insurance)	
<input type="checkbox"/> 3	Influenza - High Dose (Submit Claims to Pharmacy Insurance)	
<input type="checkbox"/> 2	Pneumovax 23 (Submit Claims to Pharmacy Insurance)	
<input type="checkbox"/> 2	Prevnar 13 (Submit Claims to Pharmacy Insurance)	
<input type="checkbox"/> 2	TDAP (Boostrix, Adacel) (Submit Claims to Pharmacy Insurance)	
<b>Local Contact Name</b>	<b>Local Contact Phone</b>	<b>Local Contact Email</b>
Cindy Williams	850-983-1889	CindyW@santaroa.fl.gov
<b>Address</b>	<b>Address2</b>	<b>City</b>
6865 Caroline St	Courthouse	Milton
<b>Clinic Date</b>	<b>Start Time</b>	<b>End Time</b>
09/11/2015	1:00pm	3:30pm
		<b>State Zip</b>
		FL 32570

IN WITNESS WHEREOF, Client and Walgreens have electronically executed this Agreement, as of the Effective Date.

<b>CLIENT:</b> _____	<b>WALGREEN CO.</b>
<b>NAME:</b> _____	<b>NAME:</b> Kim Nguyen
<b>TITLE:</b> _____	<b>TITLE:</b> Pharmacy Manager
<b>DATE:</b> _____	<b>DATE:</b> 08/21/2015
<b>Send Legal Notices To Client At:</b>	<b>DISTRICT NUMBER:</b> 496
<b>Attention to:</b> _____	<b>Send Legal Notices To Walgreens At:</b>
<b>Address1:</b> _____	Healthcare Innovations Group
<b>Address2:</b> _____	200 Wilmot Rd
<b>City:</b> _____	MS2222
<b>State:</b> <input type="text" value="- Select -"/>	Deerfield, IL 60015
<b>Zip Code:</b> _____	Attn: Health Law -- Divisional Vice President
	cc: clinicalcontracts@walgreens.com

**WALGREENS COMMUNITY OFF-SITE CLINIC AGREEMENT  
TERMS AND CONDITIONS**

**I. Walgreens' Responsibilities**

**Covered Services.** Subject to the limitations or restrictions imposed by federal and state contracts, laws, and regulations, and the availability of the appropriate Immunization, Walgreens will provide the Covered Services to Participants. With respect to such Covered Services, the parties will comply with the procedures set forth herein.

**Provision of Health Care Professionals.** Walgreens will provide Client with the appropriate number of qualified health care professionals and technicians to provide Covered Services.

**Professional Judgment.** Walgreens may withhold Covered Services to a Participant for good cause, including but not necessarily limited to, the Participant's failure to pay for Covered Services rendered; requests by Participant for services inconsistent with the legal and regulatory requirements; or where, in the professional judgment of the health care professional, the services should not be rendered.

**II. Client's Responsibilities**

**Coordination.** Client will provide Participants with notice of the time and location in which Covered Services will be provided and provide a private, clean room location, tables and chairs for Walgreens' personnel and Participants. If applicable, Client will provide Participants with Walgreens-approved vouchers which Participants may redeem at a participating Walgreens store location.

**Access.** Client hereby grants to Walgreens, and to no other person or entity, access to its designated room or areas for the provision of Covered Services for the time and date(s) mutually agreed upon by the parties, in accordance with the provisions of this Agreement.

**III. Payment**

**Payment.** For the provision of Covered Services, Walgreens shall be reimbursed by Client or, to the extent

**VI. Insurance**

**Insurance.** Each party will self-insure or maintain at its sole expense, and in amounts consistent with industry standards, Commercial General Liability Insurance and such other insurance as may be necessary to insure each respective party, its employees, and agents against any claim or claims for damages arising out of or in connection with its duties and obligations under this Agreement. Walgreens certifies it will maintain adequate Professional Liability Insurance during the term of this Agreement. Walgreens will automatically name Client as Additional Insured under its Commercial General Liability policy, as per the terms of Walgreens' insurance policy. Evidence of such insurance can be obtained by downloading the Walgreens Memorandum of Liability Insurance and Memorandum of Professional Liability Insurance and other relevant information regarding Walgreens' insurance program at <http://www.walgreens.com/topic/about/insurance/management.jsp>.

**VII. General Terms**

**Confidentiality of PHI.** Both parties warrant that they will maintain and protect the confidentiality of all individually identifiable health information specifically relating to Participants ("Protected Health Information" or "PHI") in accordance with the Health Insurance Portability and Accountability Act of 1996 and all applicable federal and state laws and regulations. However, nothing herein will limit either party's use of any aggregated Participant information that does not contain PHI. This section will survive the termination of this Agreement.

**Advertising.** Neither party may advertise or use any trademarks, service marks, or symbols of the other party without first receiving the written consent of the party owning the mark and/or symbol with the following exceptions: Client may use the name and the addresses of Walgreens' locations in materials to inform Participants and the general public that Walgreens provides Covered Services. Any other reference to Walgreens in any Client

agreed upon by the parties, by Participants, as set forth below. As used in this Agreement, "Usual and Customary Charge" shall refer to the amount charged to a cash customer for an immunization by the administering pharmacy at the time of administration, exclusive of sales tax or other amounts claimed.

**Payment by Client.** For those Covered Services reimbursed by Client, if any, Walgreens shall invoice Client monthly for such Covered Services at the lesser of the prices stated herein or the Usual and Customary Charge. Payments made by Client are due within thirty (30) days from receipt of the monthly invoice and must be sent to the remittance address stated on the invoice. The invoice will contain the following data elements, and no further information will be provided: Group ID, store number, prescription number, patient name, recipient number, physician name, cost, service fee, copayment amount, sales tax, total charge, date of service, and drug name/NDC.

**Payment by Participant.** For those Covered Services for which Walgreens will be reimbursed by Participant, if any, Walgreens will request from Participant evidence of coverage under third-party insurance or a government funded program (e.g., Medicare) prior to the provision of Covered Services. If such evidence is presented by the Participant and Walgreens is contracted with the third-party insurance or government funded program, Walgreens will submit the claim for that Participant and any copayment, coinsurance, deductible owed by the Participant will be billed at a later date. If such evidence is not provided at the time of service, Participant shall be responsible to compensate Walgreens at the lesser of the prices stated herein or the Usual and Customary Charge.

#### **IV. Term and Termination.**

**Term and Termination.** This Agreement will commence as of the Effective Date and will continue for one year. Either party may terminate this Agreement upon prior written notice to the other party.

**Effect of Termination.** Termination will have no effect upon the rights or obligations of the parties arising out of any transactions occurring prior to the effective date of such termination.

#### **V. Indemnification**

**Indemnification.** To the extent permitted by law, each party will indemnify, defend, and hold harmless the other party, including its employees and agents, from and against any and all third-party claims or liabilities arising from the negligence or wrongful act of the indemnifying party, its employees, or agents in carrying out its duties and obligations under the terms of this Agreement. This section will survive the termination of this Agreement.

materials must be pre-approved, in writing, by Walgreens.

**Force Majeure.** The performance by either party hereunder will be excused to the extent of circumstances beyond such party's reasonable control, such as flood, tornado, earthquake, or other natural disaster, epidemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the party's failure to perform.

**Compliance.** The parties will comply with all applicable laws, rules, and regulations for each jurisdiction in which Covered Services are provided under this Agreement. Each party will cooperate with reasonable requests by the other party for information that is needed for its compliance with applicable laws, rules, and/or regulations. **Notices.** All notices provided for herein must be in writing sent by U.S. certified mail, return receipt requested, postage prepaid, or by overnight delivery service providing proof of receipt to the address set forth following the signature blocks. Notices will be deemed delivered upon receipt or upon refusal to accept delivery. **Entire Agreement.** This Agreement, which includes any and all attachments, exhibits, riders, and other documents referenced herein, constitutes the entire and full agreement between the parties relating to the subject matter herein and supersedes any previous contract and no changes, amendments, or alterations will be effective unless reduced to a writing signed by a representative of each party. Any prior agreements, documents, understandings, or representations relating to the subject matter of this Agreement not expressly set forth herein or referred to or incorporated herein by reference are of no force or effect.

©2015 Walgreen Co. All rights reserved.

**DeVann Cook**

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**From:** Cindy Williams  
**Sent:** Friday, August 21, 2015 1:35 PM  
**To:** DeVann Cook  
**Subject:** FW: Walgreens Community Off-Site Immunization Clinic Agreement

DeVann,

Could we place this agreement before the Board for their next meeting?

Cindy

**From:** CommunityUpdate@WagOutreach.com [mailto:CommunityUpdate@WagOutreach.com]  
**Sent:** Friday, August 21, 2015 12:31 PM  
**To:** Cindy Williams <CindyW@santarosa.fl.gov>  
**Subject:** Walgreens Community Off-Site Immunization Clinic Agreement



**IMMUNIZATION PROGRAM**

## Walgreens Community Offsite Immunization Clinic Agreement

Thank you for your interest in a Walgreens immunization program. Please click the button below to access your Walgreens Community Offsite Immunization Clinic Agreement for your upcoming clinic, complete the highlighted fields, review the details, and follow the instructions for submission.

**Review Your Clinic Agreement**

If you have any questions, please contact the Walgreens representative you initially worked with to create this program.

Thank you,  
Walgreens Immunizations Team

**Please do not reply to this email. This email inbox is not monitored.**

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



# Santa Rosa County Human Resources

6495 Caroline Street, Suite H, Milton, Florida 32570 ♦ (850) 983-1948 ♦ Fax (850)981-2003

## MEMORANDUM

TO: Hunter Walker  
FROM: DeVann Cook *DeVan*  
SUBJECT: Personnel Policy Changes  
DATE: September 1, 2015

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Listed below are numerous sections of the County's Personnel Policies for which I will be recommending changes to the Board of County Commissioners. Many of the changes are "housekeeping" only. A copy of the sections to be changed are attached with proposed revisions noted. I recommend Board approval of these changes.

- **Policy 79-2, Section II(B) – Change the term "merit increase" to "step increase." Since pay increases are now budgeted on an annual basis and determined by the County's financial position, I recommend we change the term "merit" to "step." This more accurately reflects the type of increase provided to County employees.**
- **Policy 79-3, Section I(A) - Clarification of current department numbers.**
- **Policy 80-1 – Add general statement regarding hiring practices.**
- **Policy 80-1, Section VIII(E) – New section. This change clarifies who is eligible to compete on a promotional register.**
- **Policy 80-1, Section XIII(A) – New paragraph. This change allows for extension of the probationary period.**
- **Policy 80-1, Section XIV(C) – Revise Section number 3 to clarify how a step increase is applied to their regular position.**
- **Policy 80-1, Section XIV(G) – Change wording for consistency throughout the policy.**

- **Policy 80-1, Section XV(B) - Remove wording that was specific to the School Board and is no longer used.**
  
- **Policy 80-3, Section II – Remove reference to pay range numbers to accommodate professional staffing in the pay plan.**
  
- **Policy 80-3, Section III – Remove the maximum step to allow all employees to receive recent step increases.**
  
- **Policy 80-3, Section IV - Remove wording that indicates a merit month. All steps are now effective the first day of the fiscal year established by the Board of County Commissioners.**
  
- **Policy 80-8, Section 1(B) – Remove wording related to annual increase disciplinary deferral. Annual increases are contingent on budget fluctuations and this is no longer an effective disciplinary tool.**
  
- **Policy 80-10, Section VI(F) – Modify wording to clarify definition of non-pay status.**
  
- **Policy 80-10, Section VIII(E)2(a) – Clarify DROP procedures for employees hired prior to April 24, 2003.**
  
- **Policy 80-10, Section VIII(E)4 and 4(a) – Clarify DROP procedures for employees hired prior to April 24, 2003.**
  
- **Policy 80-10, Section VIII(E)6 – Establish a policy that employees hired on or after April 24, 2003, will only receive a sick leave payment upon retirement or DROP termination. With the reduction of the sick leave payout to 25%, it is not necessary to pay out incrementally over the entire DROP period.**
  
- **Policy 80-10, Section XV(C)1(b) – Clarify leave-without-pay procedure.**
  
- **Policy 80-10, Section XV(C)2 – Clarify step increase procedures for an employee returning from leave-without-pay.**

**cc: Roy Andrews**

**Policy 79-2 Section II (B)**

**SECTION I.** The Human Resource Department will continue to maintain permanent personnel files for the Board of County Commissioners and other Constitutional Officers as requested.

**SECTION II.** The Director shall be responsible for establishing procedures for the day-to-day maintenance, security and upkeep of personnel files and shall maintain files pursuant to the Human Resource Policy and in keeping with State and Federal regulations.

A. The procedure established by the Director pursuant to this section shall include the establishment of a log separate from the files to maintain a record of all documents withdrawn from each file. This log shall also contain information relating to the time and date any Personnel information is removed from the Human Resource Department office; the name of the person removing said file and the authority by which individuals were authorized to have custody of the file.

B. The Official Personnel File will consist of the new hire paperwork (HR Form III - Application for Employment, HR Form VII – Personnel Action Form, HR Form II – Requisition to Fill Vacancies from Registers, loyalty oath, Florida Retirement System Personal History Record, and other related documents), HR Form V – Notice of Disciplinary Action, letters of counseling approved for filing, HR Forms VIII & VIIIA - Performance Evaluations, HR Form X – Request for Donated Leave, HR Form IX – Transfer/Donate Leave, administrative leave, leaves without pay (LWOP), and other related documents. Employees current job description, Letters of Commendation or Appreciation, Pay data associated with; promotions, demotions, transfers, ~~merit step~~ increases, change of appointment and employment contracts, documents relating to training and education, demographic data (e.g. change of address, name or phone number), Reports of Injury. Upon separation, HR Form VI (Termination of Employment) & HR Form XIV (Termination Checklist) with cover personnel action form will be filed. Medical examination reports (and related physical reports) & I-9 Forms will be filed separate from the Official Personnel file. Amended: 9/10/2015

**Policy 79-3 Section I (A)**

**A RULE PROVIDING FOR THE METHOD OF ESTABLISHING SENIORITY FOR ALL CLASSIFIED EMPLOYEES OF THE COUNTY; AND PROVIDING THE PROCEDURES FOR MAINTAINING SENIORITY; AND FURTHER PROVIDING RETENTION FORMULA AND REDUCTION IN FORCE LAY OFF; AND PROVIDING FURTHER THE PROCEDURES FOR RESIGNATION PRIVILEGES AND PENALTIES. THIS RULE WILL ALSO PROVIDE FOR REINSTATEMENT OR REEMPLOYMENT OF VETERANS.**

**SECTION I.**

A classified service register will be established by seniority for all classified employees of the County, listing each name, and opposite each name the respective class of each employee. This service register maintained shall be kept up to date and names shall be added of persons entering the classified service either by promotion or employment. Names of persons leaving the classified service by retirement, resignation, or termination shall be deleted from this register.

A. County Commissions Taxing Authority is divided into the following departments/divisions:  
 amended: 05/31/2007-9/10/2015

0010 County Commissions	
0011 County Administrator	2350 South Service Center Maintenance
0012 County Attorney	2360 Administrative Complex Maintenance
0014 Grants Management	2400 Landfill
<del>0018 Economic Development</del>	2420 Mosquito Control
0030 Clerk to the BCC	<del>2430 Recycling</del>
0031 Clerk to the Courts	2500 Animal Services
0040 Property Appraiser	2600 Parks Department
0050 Tax Collector	3000 Public Services
0060 Supervisor of Elections	3100 Building Inspection
<del>0070 Sheriff</del>	3200 Veterans Service
0100 Office of Management and Budget	3300 Community Planning, Zoning & Development
<del>0120 Computer Support Information Technology</del>	<del>3301 Community Housing Program</del>
0121 Geographical Information Systems	3400 Emergency Management
0130 Administrative Services	3410 Emergency Communications
0140 Procurement	3420 E-911 Program
<del>0200 County Engineer</del>	<del>4010 Transit Development Office</del>
0300 Public Information Office	5000 Judicial System
0400 Human Resources & Risk Management	5002 Law Library
0610 Santa Rosa County Library System	<del>5003 Court Facilities</del>
0620 Black Water Soil Conservation	5016 Court Facility
0630 Co-op Extension	<del>5017 Santa Rosa County Court Program</del>
0660 Navarre Beach (Water/Sewer)	<del>5018 Santa Rosa County Court Program</del>
0662 Navarre Beach (Other)	<del>5019 Santa Rosa County Court Program</del>
0750 Self Insurance	<del>5020 Santa Rosa County Court Program</del>
2000 Public Works	<del>5021 Santa Rosa County Court Program</del>
2100 Road & Bridge	<del>5022 Santa Rosa County Court Program</del>
2300 Building Maintenance	5501 County Probation
2340 Public Services/Auditorium Maintenance	<del>5502 Santa Rosa County Court Program</del>



E. The appointing authority may waive the general rule of competitive selection under the following conditions. amended: 09/10/2015

1. When the applicant has recently participated in the competitive selection process for another position.
2. When an employee, intern, student, temporary, or any person performing work in a position for a minimum of twelve (12) weeks and meets the minimum qualifications, may compete on promotional registers.
3. Hiring for positions in the unclassified service.
4. Other circumstances where applying the general rule will significantly hamper County operations.

**SECTION XIII. Probationary Period.** The probationary period shall be regarded as an integral part of the examination process. It shall be utilized for closely observing the employee's work, for securing the most effective adjustment of the new employee whose performance, after proper guidance and training, does not meet the required work standards. amended: 7/27/2006

A. All new and rehired employees work on a probationary basis for the first 365 calendar days after their date of hire. Employees who are promoted or transferred within the Santa Rosa County BOCC must complete a secondary probationary period of the same length with each reassignment to a new position.

At the satisfactory completion of the probation period of one (1) year, the regular appointment or status shall begin with the date of the original appointment.

An employee may be placed in an extended probationary period due to a disciplinary action, disciplinary work performance deficiencies, or an extended period of time on the job in excess of his probationary period. If 90 days past the initial twelve (12) month probationary period, an employee may be extended beyond the standards rules and approved by the Appointing Authority prior to the end of his initial twelve (12) month period. Amended 9/10/2015

#### **SECTION XIV. Extraordinary Appointments.**

##### **C. Temporary Appointment.**

1. **Temporary Promotion** (plus rates for higher skills). When justifiable conditions exist and an employee is temporarily required to regularly serve in and accept the responsibilities for the work in a higher class of position, such employee shall receive the entrance rate of that class or one step above their present rate, whichever is higher, while so assigned, subject to the prior approval of the Human Resource Department and the appointing authority involved. To qualify for the higher rate of pay such temporary assignment to a higher class of position shall be regular and continuous in character for at least thirty (30) days before eligibility is established and is limited to a period not to exceed six (6) months. amended: 1/27/2011

2. Requests shall be made in writing by the appointing authority to the Human Resource Department stating reasons why the assignment is necessary, the approximate length of time involved, and that the employee has shown potential ability to perform the duties of the higher class of position.

[REDACTED]

**G. Seasonal Appointment.** Seasonal appointments are defined as appointments to established positions which require the services of an appointee only for a certain part of the year on a recurring basis. Such appointments shall be made in the same manner as provided for regular appointments to year round positions except both the appointing authority and the applicant agree to termination at the end of the season without prejudice of re-employment. Employees serving in seasonal positions shall be entitled to the same benefits and privileges as year round employees except that they shall receive service credits for benefits, such as completion of probation, sick and annual leave, ~~merit step~~ increases, longevity pay, etc., during periods of employment only. Seasonal employees may request reinstatement to the appropriate eligible register for the previously served class or classes of employment within the one (1) year period, in accordance with the Human Resource Policy. amended: ~~8/13/2009~~ 9/10/2015

**SECTION XV. Transfers.**

**A. In-Class (Lateral) Transfers.** An in-class transfer is defined as reassigning a regular employee from one position to another in the identical classification within the classified service. The positions may not necessarily come under the jurisdiction of the same appointing authority. The transfer will require the approval of the receiving appointing authority and will require the consent of the employee. The losing appointing authority will be provided a two (2) week notice. The receiving appointing authority shall immediately notify the Human Resource Department.

**B. In-Range Transfers or Lower Range Demotions.** Any employee in the classified service with regular status may apply for transfer to a position in a different job classification within the same or lower pay range, within the system. The losing authority will be provided a two week notice. Transfers must have the approval of the receiving authority. The Human Resource Department will screen transfer requests to determine if the applicant meets the minimum qualifications for the requested position. ~~The Human Resource Department will submit the names of qualifying transfer applicants to the appointing authority attached to the HR form if requisition.~~ The transfer shall not change the employee's anniversary date. amended: ~~07/27/2006~~ 09/10/2015

~~1~~ **1** Transfers to a lower classification shall be considered demotions and the provisions of the Human Resource Policy governing demotions shall apply.

~~2~~ **2** Requests for transfer will be valid for a one year period.

~~3~~ **3** Employees serving a probationary period are not considered to have attained regular status and therefore are not eligible to transfer from their current position.



based on years of service will not allow an employee to realize an increase in pay or to remain at the same rate of pay.

C. An employee who accepts, or is given, a lateral transfer will assume the new positions at his/her same range and step.

D. ~~All employees promoted prior to the effective date of this amendment shall retain their adjusted merit increase month. Amended: 9/2011~~

E. When an employee is on any type of leave without pay or Worker's Compensation, and the ~~merit step~~ increase falls within this time, no ~~merit step~~ increase shall be granted. ~~Merit Step~~ increases will be granted when the employee returns from leave, provided that one half of the work hours required have been fulfilled for that fiscal year. When less than one half of the required hours have been worked, the appointing authority may, and with the approval of the Human Resource Department, request in writing that the employee be granted the ~~merit step~~ increase. Amended: 9/10/2015

F. **Upgrading of Position.** When a position within a department is recognized for an upgrade, the following will be the cause for such action: technological progression, a broader scope of responsibilities or the addition of qualifications (e.g. certifications, licenses, education). When the appointing authority requests, and the Human Resource Department approves, to upgrade a position, the incumbent employee, if applicable, shall receive an increase in salary to be determined by the appointing authority. The increase shall be a minimum of 2.5%, but shall not exceed the employee's current step in the new range. (amended: 11/10/2005)

G. **Downgrading of Position.** When the appointing authority requests to downgrade a position, a "Save-Pay" provision will ensure the incumbent employee does not experience a reduction in pay.

**SECTION V. System of Progression.** A system of progression will be followed by The Board of County Commissions in inserting dollar figures into the classified pay plan. The progression shall be approximately 5% between steps 1 through 6 and approximately 2.5% for each year thereafter through the maximum step.

**SECTION VI. Santa Rosa County Pay Scale.** The pay scale shall be made a part of this rule. These dollar figures in said form are recommendations only until approved or modified by the Board of County Commissioners.

**SECTION VII.** The effective date of this rule shall be July 1, 2002.

**Policy 80-8 Section I Commencement of Action Section (B)**

**SECTION I. Commencement of Action.** An action by an appointing authority to demote, suspend or terminate an employee who holds a position in the classified service of the county shall be commenced by filing notice of such action with the Civil Service Board and on the employee against whom the action is taken. Amended: 9/10/2015

A. Said actions shall become a permanent part of the employee's personnel file and shall not be removed.

B. In the event an employee receives an action listed below, said action shall defer the annual increase for the time period listed below. Amended 08/25/2005

ACTION	MINIMUM TIME
1. (1 day) suspension	None
2. or subsequent (1 day) suspension or	
any suspension (2 - 30 days)	6 months

DRAFT

**80-10 Sections VI Holiday (F), VIII Sick Leave (E, 2. A., 4. A, and 6), XV Leave of Absence without Pay (C, 1. B., and 2).**

**SECTION VI. Holidays and Other Authorized Activities.**

F. Employees in a non-pay status, ~~suspension or receiving donated leave~~ during any portion of the last scheduled workday before a holiday, shall not be eligible to receive payment for such holiday. The exception would be an employee on workers' compensation. amended: 4/16/2014; ~~9/10/2015~~

**SECTION VIII. Sick Leave.**

**E. Payment of unused sick leave.**

1. If employment is terminated as a result of any act defined in Section VIII, the employee shall not be paid for any unused sick leave credits even though the employee has six months creditable service.

2. Employees shall be paid for unused sick leave credits when the employee has completed six (6) months of satisfactory, continuous and creditable service, and:

a. Separates from the County because of "normal" retirement with the effective date as determined by the State Retirement System, ~~those hired prior to April 24, 2003~~ and begin participation in DROP, ~~or death, or is selling leave~~. If the employee is charged with misconduct and elects to retire or resign from County in lieu of a hearing before the Civil Service Board on such misconduct charge, the employee shall NOT be entitled to any accrued sick leave payment. In the case of death, payment for accrued unused sick leave credits shall be made to the employee's beneficiary, estate or as otherwise provided by law. OR ~~amended: 9/10/2015~~

b. The employee's position is involuntarily transferred to another governmental agency. No payment shall be made for any sick leave recognized by the governmental agency to which the position is transferred. amended: 07/08/2004

3. An employee who is eligible for payment for unused sick leave credits shall be compensated at the rate of pay they were receiving at the time of eligibility for payment.

4. All such payments for unused sick leave credits shall be made in lump sum or two payments or according to the schedule below for DROP participants ~~hired prior to April 24, 2003~~ with at least 400 hours of accumulated sick leave. The employee shall not be carried on the department payroll beyond the last official day of employment. ~~amended: 9/10/2015~~

a. ~~If~~ An employee ~~hired prior to April 24, 2003~~ participating in DROP and has at least 400 hours of accumulated sick leave, ~~such~~ payment ~~shall be~~ distributed according to the following table: ~~amended: 9/10/2015~~

<u>Months in DROP</u>	<u>Number of Payments</u>	<u>Portion for Each Payment</u>
01-12	2	1/2, and balance
13-24	3	1/3, 1/2, and balance
25-36	4	1/4, 1/3, 1/2, and balance
37-48	5	1/5, 1/4, 1/3, 1/2, and balance
49-60	6	1/6, 1/5, 1/4, 1/3, 1/2 and balance

b. Payments shall be as follows:

The first and all succeeding payments, other than the final payment, shall be in December, starting in the year the employee enters DROP. The final payment shall be in the month following the last date worked. (Example, last day worked = June 30, final payment = July.) If an employee enters and exits DROP and will not be employed in December of that year, then the remaining balance shall be paid in the month following the last date worked. At no time when a payment is to be made, other than the final one, shall the number of remaining days of sick leave be allowed to be less than 400 hours. If that would be the case then either a partial payment or NO pay shall be made.

5. The payments made pursuant to this section shall not be considered as salary payments and shall not be used in determining the average final compensation of the employee in any State/County administered retirement system.

6. Sick leave earned during any pay period shall be credited to the employee on the last day of the month or, in the case of retirement or death, on the last day the employee is on the payroll. Employees, hired prior to April 24, 2003, will be paid for 100% of their leave balance at 75% of their rate of pay at the time of retirement. Employees, hired after April 24, 2003, will be paid 25% of their leave balance with 480 hours being the maximum amount allowed ~~at the time of retirement or DROP termination~~. When separation is due to the death of the employee, the beneficiary will receive 100% of the sick leave balance at 100% of the rate of pay at the time of separation. amended: 11/13/2003, ~~9/16/2015~~

7. No payment for unused sick leave shall be made if the employee has been found guilty or has admitted to being guilty of any disqualifying act as referenced in Section VIII D.  
corrected typo: 12/9/09

## SECTION XV. Leave of Absence Without Pay.

### C. Limitations of leave without pay.

1. An employee shall not earn annual or sick leave credits while on any type of leave without pay. Hours will be prorated when an employee is on leave without pay.

a. No employee on leave without pay, donated leave, or suspension shall earn leave credits of any kind. Leave credits shall be prorated based on the number of hours worked in that month. amended: 4/16/2014

b. Leave without pay will be granted only after all ~~annual~~ leave ~~credits~~ ~~in~~ ~~have~~ been used. ~~Except to allow for leave without pay in conjunction with the annual and sick leave credits, all leave credits shall be used before an employee is placed on leave without pay.~~  
~~9/10/2015~~

2. An employee shall not be granted salary increases of any type while on leave of absence without pay.

~~Employees shall not be granted a step increase or any other salary increase while on leave of absence without pay. The annual salary increase will be determined by the salary schedule and the employee's position.~~  
~~Search~~

No support documentation for this agenda item.



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

**received**  
8/31/15

Adm 16

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

**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

August 26, 2015

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

Dear Mr. Walker:

The Santa Rosa County Finance Department is asking the Board to approve the following item from all **County Offices & Appointing Authorities** for surplus. These items are electronics/equipment these items may be auctioned off and some may not due to their condition. Once approved for surplus they will then be disposed of by the most cost efficient method or auctioned off online by Global Auction Services.

The Santa Rosa Board of Commissioners is being petitioned to have the following declared as surplus and set for auction/recycle.

Your immediate attention in this matter will be greatly appreciated.

Sincerely,

Michael Burton, CPA  
Director of Finance  
Santa Rosa County Clerk of Courts

**2015 RECYCLE**

<u>Department</u>	<u>Qty</u>	<u>Item</u>	<u>VIN/SN</u>	<u>Reason</u>	<u>Red</u>	<u>Inventory #</u>	<u>Amount</u>	<u>Purchase Date</u>	<u>Notes</u>
<b><u>C O F C</u></b>									
	2	Hewlett Packard Computers	MXL3110SPL 2UA1140XWV						
	1	Dell Computer	HC7LN01						
	9	MPC Computers	4409792-0001 4409830-0001 3850394-0001 4409840-0001 3494790-0001 3494789-0001 3494792-0001 3881971-0001 3189532-0001	old/out of date old/out of date		0030OE0602 0030OE0601 0030OE0604 0030OE0689 0030OE7002	\$ 1,142.00 \$ 1,142.00 \$ 1,142.00 \$ 1,113.00 \$ 1,345.00	9/16/2003 9/16/2003 9/16/2003 12/17/2004 5/20/2002	
	??	Keyboards & mouse parts							
	??	Phones & parts							
	2	Oki Data Printers	AE86000741FO 010B2051107						
	5	LaserJet Printers 2300D, 2100, 3330 695	CNGJF62303 SG8A71D23H CNBJOO5642 CNBGG89178 USGG084441						
	5	Scanners Canon 5020 & 3020	AA308112 AA300842 BR309800 BR310715 BR309803			0030OE0221	\$ 4,318.00	12/23/2004	
	1	Printek Printer	CDA7340						
	1	Copier	31748872	Broken		0030OE0412	\$ 6,837.00	9/29/2005	does not work
	1	Laptop	4373772-0001	Broken		0030OE0431	\$ 2,050.00	6/28/2007	missing letters on keyboard
	1	Switch	SFOC1131YG2	Lightning Damaged		0030OE0437	\$ 5,578.42	9/28/2007	replaced by insurance will not be auctioned
	1	Router	SFOC1133Z08X	Lightning Damaged		0030OE0443	\$ 4,416.60	9/28/2007	replaced by insurance will not be auctioned
	3	Dell Servers	FH49JL1 47XPNS1 47XTNC1	TRADED TRADED TRADED		0030OE0289 0030OE0468 0030OE0487	\$ 8,984.66 \$ 4,348.43 \$ 5,748.43	12/22/2009 6/15/2012 6/15/2012	**These items were traded for new one they will not be auctioned they need approval to be removed off inventory ONLY**
<b><u>COUNTY EXTENSION</u></b>									
	1	Polycom Unit	8206430796A8AK	cannibalized		0630OE0075	\$ 5,121.22	2/13/2007	cannot be sold parts only used
<b><u>DATA PROCESSING</u></b>									
	1	Printer	SCNBB000623	Old/Does not work		2198 0130OE0003	\$ 2,297.56	6/22/2004	
	1	Security Camera System		Does not work				8/1/2004	Not On Inventory/Original purchase w/building
		ULTRAK - VCR	KR7496U					8/1/2004	Not On Inventory/Original purchase w/building
		ULTRAK - Recorder	KR4096HN					8/1/2004	Not On Inventory/Original purchase w/building
		ADEMCO - Monitor	M4080320					8/1/2004	Not On Inventory/Original purchase w/building
		AMP	EDSR16001/N					8/1/2004	Not On Inventory/Original purchase w/building
	8	Computer	4736128-0001 CZ0QYK1 4473324-0001 7LWRW61	old old Obsolete old		2832 0010OE0014 2886 3420OE0080 2804 3300OE0094 2281 0120OE0211	\$ 1,085.00 \$ 1,194.72 \$ 1,330.00 \$ 2,150.50	9/30/2008 9/30/2009 3/11/2008 3/15/2005	**This was approved in 2014 did not send to recycle

	4289583-0001	old	2312 3200OE0006	\$ 1,107.00	12/19/2006	
	214QDH1	old	2841 3420OE0076	\$ 1,412.88	9/26/2008	
	4092995-0001	old	2420 0620OE0002	\$ 1,335.00	12/27/2005	
	4480065-0001	old	2799 0121OE0042	\$ 2,055.00	1/29/2008	
2 Computer -All in one	4737081-0001	old	2835 0610OE0130	\$ 1,400.00	9/30/2008	
	4737082-0001	old	2840 0610OE0131	\$ 1,400.00	9/30/2008	
8 Server	JR7TGH1	old	2823 0121OE0047	\$ 2,820.50	9/26/2008	
	2S7TGH1	old	2821 0121OE0048	\$ 2,820.50	9/26/2008	
	HR7TGH1	old	2825 0121OE0048	\$ 2,820.50	9/26/2008	
	3S7TGH1	old	2822 0120OE0266	\$ 2,820.50	9/26/2008	
	5JJDKK1	old	2869 0120OE0268	\$ 2,146.01	7/28/2009	
	1S7TGH1	old	2824 0120OE0287	\$ 2,820.50	9/26/2008	
	3J8DMF1	old	2801 0120OE0256	\$ 4,494.67	2/26/2008	
	3686103-0001	old/obsolete	2186 0120OE0073	\$ 8,191.00	5/18/2004	
	1041B02586	damaged	2974 0120OE0283	\$ 8,139.60	5/3/2011	
2 Tape Drive	AA45NA016376	broken	3118 0120OE0284	\$ 3,277.90	4/3/2012	
	2380096310	Old/Out of date	2102 0120OE0188	\$ 5,527.00	9/30/2003	**This was approved in 2014 did not send to recycle
2 Tablets - Library Control	00159953	old	2753 0610OE0016	\$ 2,983.00	7/5/2006	
	00160439	old	2754 0610OE0017	\$ 2,683.00	7/5/2006	
2 Laptop	4236726-0001	old	2645 0610OE0045	\$ 1,710.00	9/5/2006	
	41YJ8C1	old	2706 0120OE0244	\$ 2,043.77	1/9/2007	
2 Self Check out Computers	KSC30641	Broken	3244 0610OE0150	\$ 3,435.39	2/23/2013	
	KSC30657	Broken	3247 0610OE0154	\$ 3,435.39	2/26/2013	
4 Switches	1207G-01493	damaged	3123 2400OE0009	\$ 1,050.00	4/23/2012	
	1207G-01495		3121 2400OE0010	\$ 1,050.00	4/23/2012	
	1207G-01494		3122 2400OE0011	\$ 1,050.00	4/23/2012	
	FOC1021Y0MG	old	2496 0121OE0029	\$ 3,439.63	8/22/2006	
1 Routers	CAT1008N32P	old	2460 0610EQ0009	\$ 4,443.19	4/25/2006	

Red top # for Computers, Laptops, Thin Clients, Printers, Servers, & tape drives not on inventory.

2237, 2701, 2702 2218 2794, 2678, 2440 2867, 3535 2666, 2864,  
2440, 2865, 2921 2654 ,2864, 2857, 2812 2828, 2492 2494, 2646  
2346, 2920, 2831 3536 2965, 2652, 2582 3013, 2585 2683, 2589  
2584, 3012, 2724 2581 2874, 2933, 2938 2902, 2877, 2892, 2898  
2903, 2906, 2940 2932 2881, 2907, 2908 2894, 2888 2896, 2934  
2931, 2899, 2895, 2872 2875, 2879, 2876 2937, 2909 2897, 2893  
2900, 2910, 2880 2939 2935, 2891, 2905 2904, 2901 2936, 2590  
2758, 2800, 1487 2678 1619, 1610, 1600 1123, 2950 2492, 2494  
2863,

**EOC**

1 Net Clock	0200	no longer compatible	3420OE0053	\$ 1,495.00	1/29/2008	
1 Weather Station	3788A6312	broken can not repair	3400OE0122	\$ 2,111.50	2/27/2007	various pieces
<b>4 Dispatch Chairs</b>	<b>1188912100701</b>	<b>broken</b>	<b>3410OE0031</b>	<b>\$ 1,219.00</b>	<b>1/15/2008</b>	<b>***These can not be auctioned off these</b>
	<b>1188912100703</b>	<b>broken</b>	<b>3410OE0033</b>	<b>\$ 1,219.00</b>	<b>1/15/2008</b>	<b>are broken and unsafe need to be</b>
	<b>1188912100704</b>	<b>broken</b>	<b>3410OE0034</b>	<b>\$ 1,219.00</b>	<b>1/15/2008</b>	<b>sent to landfill***</b>
	<b>1188912100705</b>	<b>broken</b>	<b>3410OE0035</b>	<b>\$ 1,219.00</b>	<b>1/15/2008</b>	

**ENGINEERING**

2 Computer	4300942-0001	old	2710 0200OE0005	\$ 2,685.00	1/16/2007	
	4300939-0001	old	2712 0200OE0007	\$ 2,685.00	1/16/2007	
1 Copier	55017658		2295 0200OE0075	\$ 9,755.00	9/30/2005	

**HEALTH DEPARTMENT**

2 Camera	9HB00143	Broken	0015EQ0521	\$ 1,548.00	4/15/1999
	2321203144	Old/not working	0015EQ0529	\$ 4,741.96	6/8/2007
1 Projector	1SAKNV712A0577	Damaged	0015EQ0531	\$ 1,276.41	6/12/2007
1 Camcorder	762652361339	Damaged	0015EQ0532	\$ 1,299.00	6/30/2008
3 Printer	CNDY505177	Old	0015OE0112	\$ 2,492.00	9/5/2003
	CNBGH58024	Old	0015OE0131	\$ 1,119.00	7/28/2004
	USCC177575	Old	0015OE8106	\$ 1,316.25	6/19/2000
7 Laptop	9ST74B1	Old	0015OE0210	\$ 1,589.40	6/2/2006
	JCPWPC1	Old	0015OE0217	\$ 1,919.64	4/12/2007
	4V80SC1	Old	0015OE0218	\$ 1,919.64	4/12/2007
	JGDNSC1	Old	0015OE0219	\$ 2,140.80	4/19/2007
	C1DXVC1	Old	0015OE0221	\$ 2,540.70	5/9/2007
	4LLSCG1	old	0015OE0233	\$ 1,062.60	6/3/2008
	7LLSCG1	Old	0015OE0234	\$ 1,062.60	6/3/2008
2 Bar Code reader/printer	1513286002	Not Compatible	0015OE0238	\$ 1,385.00	7/23/2008
	1513286023	Not Compatible	0015OE0239	\$ 1,385.00	7/23/2008
1 Card Printer	88J093200452	Not Compatible	0015OE0251	\$ 3,064.07	12/31/2009
1 Tape Drive	JJ6JM1		0015OE0271	\$ 13,326.53	2/8/2011
1 Bay Stack	KEV0000659	Out of date	0015OE8075	\$ 1,268.30	6/19/2000

**HUMAN RESOURCE**

1 Printer	CNRXC79973	old	0400OE0031	\$ 1,249.99	2/20/2007
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**LANDFILL**

1 40yd recycle container	SRFC4003	damaged	2400EQ1115	\$ 3,990.00	2/6/2007 damaged beyond repair can not be sold
1 Copier	65008319	Broken	2763 2400OE0012	\$ 7,335.60	2/13/2007

**LIBRARY**

1 Laptops	4236728-0001	old	2848 0610OE0047	\$ 1,710.00	9/5/2006
4 Printer	USBXS03811	old	2591 0610OE0024	\$ 1,415.00	8/22/2006
	SCNRXJ53081	broken	3591 0610OE0091	\$ 1,361.00	1/30/2007
HP7310 (All in one)		broken			not on inventory
HP3800		broken			not on inventory
?? Computer Parts	VARIOUS PARTS	no longer needed			not on inventory
?? Phones, headsets & parts	VARIOUS PARTS	no longer needed			not on inventory
12 Deli receipt printers		no longer needed			not on inventory
12 25 each diskettes		no longer needed			not on inventory
Microsoft webcam		no longer needed			not on inventory
1 Monitor		no longer needed			not on inventory
1 Eiki LCD Overhead Projector		broken			not on inventory
1 inFocus Overhead Projector		broken			not on inventory
1 Amp System		broken			not on inventory
1 Brother Fax Machine		broken			not on inventory

**NAVARRE BEACH**

1 Pressure Washer	1BG5-3500E	cannibalized	0660EQ0092	\$ 2,995.00	10/24/1984 used for parts not being sold
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**PROPERTY APP**

1 Copier	ARM237	old	0040EQ0002	\$ 4,195.00	9/9/2004
3 Computer	40309951	old	0040OE0131	\$ 1,212.14	9/13/2014
	40309952	old	0040OE0132	\$ 1,212.14	9/13/2014
	40309954	old	0040OE0134	\$ 1,212.14	9/13/2014
1 Printer	JP8RD31320	old	0040OE0168	\$ 1,645.41	11/20/2009
1 Instigate	3303148-3495		0040OE0187	\$ 4,998.25	9/22/2011

**PUBLIC DEFENDER**

**\*\*BOARD APPROVED AUCTION  
ON JANUARY 22 \*\***

8 Computers	5V4DWB1	NOT ON INVENTORY			
	3V4DWB1	NOT ON INVENTORY			
	FV4DWB1	NOT ON INVENTORY			
	8V4DWB1	NOT ON INVENTORY			
	JT4DWB1	NOT ON INVENTORY			
	4W4DWB1	NOT ON INVENTORY			
	JV4DWB1	NOT ON INVENTORY			
	6K80MD1	NOT ON INVENTORY			
3 Laptops	HJYD291	NOT ON INVENTORY			
	73ZDF81	old	5400OE0036	\$ 1,318.77	2/15/2005
	57DAAYB	NOT ON INVENTORY			
6 Printers	MY629312W6	NOT ON INVENTORY			
	224404320	NOT ON INVENTORY			
	HP/4350	CNGXB56298	Approved in 2006	5400OE0043	did not remove/going for auction
	HP/4100	USJNK26148	Approved in 2006	5400OE0029	did not remove/going for auction
	Sharp/4500	70101546	Approved in 2006	5400OE0012	did not remove/going for auction
	Sharp/5550	710334	Approved in 2006	5400OE0024	did not remove/going for auction
3 Bay stacks	333716	NOT ON INVENTORY			
	SACC250US1	NOT ON INVENTORY			
	SACC250URX	NOT ON INVENTORY			

**TAX COLLECTOR**

2 Copier (Lanier)	1880134	old/slow/out of date	0050OE0004	\$ 2,238.01	9/26/2001
	70022	old/slow/out of date	0050OE0033	\$ 2,227.25	9/1/2000
1 Router	JMX0516J1XM	old/slow/out of date	0050OE0012	\$ 1,095.00	9/27/2004
1 PowerEdge Firewall	JGML8M1	damaged	0050OE0056		multi-pieces only item #3 is being removed
1 Switch	FOC0938UCF2	lightning damaged	0050OE0034	\$ 5,326.70	4/3/2006 replaced by insurance will not be auctioned
1 Server	94535-001		0050OE0054	\$ 29,288.99	9/18/2009 **This item was traded for new one will not be auction need approval to be removed off inventory ONLY**

**ROAD & BRIDGES**

**PARKS**

1 Traffic Counter	816044 & 816045	broken/replaced	2100-0051	\$ 9,542.00	4/30/1985 broken in pieces cannot be sold does not work
1 Electronic Level	10540	broken/scrap	0200EQ0048	\$ 1,595.00	8/8/2000 broken repaired cannot fix in pieces cannot be sold
2 Wacker Tamps	5281399	canniblizied	2100EQ0014	\$ 2,494.70	3/12/2002 used for parts/scrap only will not be sold
	5576819	canniblizied	2100EQ0073	\$ 2,925.00	6/28/2005 used for parts/scrap only will not be sold
1 J-Tamp	654505190	canniblizied			used for parts/scrap only will not be sold
2 Ice Machine	001182245/000620539	broken/parts	2100EQ0050	\$ 2,420.60	2/20/2001 scrap will not be sold
	H113-03733-Z	broken	0721EQ0001	\$ 2,345.00	11/14/2001 scrap will not be sold

Bcc  
Adm

received  
8/31/15



**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

**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

August 31, 2015

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

Dear Mr. Walker:

The Santa Rosa County Finance Department is asking the Board to approve the following item from the Navarre Beach & Parks offices for surplus. Once approved for surplus they will then be auctioned off online by Global Auction Services.

The Santa Rosa Board of Commissioners is being petitioned to have the following declared as surplus and set for auction.

Your immediate attention in this matter will be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Burton".

Michael Burton, CPA  
Director of Finance  
Santa Rosa County Clerk of Courts

## Wanda Harris

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**From:** Terry Wallace <TerryW@santarosa.fl.gov>  
**Sent:** Tuesday, August 25, 2015 10:14 AM  
**To:** Clerk's Office - Wanda Harris  
**Subject:** John Deere Backhoe #73

Wanda,

This piece of equipment has been sent to the Road Dept for auction, please remove it from Navarre Beach inventory.

Thanks,

Terry

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

SUNGARD PENTAMATION, INC.  
 DATE: 08/31/2015  
 TIME: 09:57:07

SANTA ROSA COUNTY BOCC  
 FIXED ASSETS LISTING

PAGE NUMBER: 1  
 REPORT10

SELECTION CRITERIA: assets.tagno like '0660%73%'

SORTED BY: dept,assets.tagno, assets.improvement\_num

ASSET ID	DESCRIPTIVE INFORMATION	ACQUISITION INFORMATION	DEPRECIATION INFORMATION
0660HE7300	BACKHOE LOADER	FUNDING 400	CAPITAL ASSET Y
-000	MFR JOHN DEERE	CLS M	VENDOR BEARD EQUIPMENT COMPANY
	MODEL 310D	CAT VE EQUIP PO	UNITS 1
	S/N 813654	LOC NAVARRE CHECK	115209 UN CST 36000.00
	INVENTORY DATE 08/18/15	FUND TYPE B ACQUIRE	09/10/97 COST 36000.00
	CONDITION STATUS	DPT 0660	INS CO
	NEXT SCHEDULED MAINTENANCE	GRT	INS VAL 0.00
	"USER FIELD 1"	"USER FIELD 2"	
	"USER FIELD 3" SURPLUS/AUCTION 2015 ??	"USER FIELD 4"	
	TAG # TREATMENT PLANT		

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT	
530	PHYSICAL ENVIRONMENT	536	WATER-SEWER COMBINATION	0660	559001 1.00

REPORT TOTAL 1 RECORDS SELECTED

COST	36,000.00
INSURANCE VALUE	.00
SALVAGE VALUE	.00
ACCUMULATED DEPRECIATION	36,000.00
SALE AMOUNT	.00

## Wanda Harris

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**From:** Tammy Simmons <TammyS@santarosa.fl.gov>  
**Sent:** Monday, August 31, 2015 8:38 AM  
**To:** Clerk's Office - Wanda Harris  
**Cc:** Doyle Godwin; Tom Collins  
**Subject:** Surplus Equipment

Tom Collins and Doyle Godwin did share with me the need to surplus equipment 108-utility trailer, 809-pickup, and 807-pickup; I concur with the surplus of the aforementioned equipment.

Tammy C. Simmons  
Santa Rosa County Board of County Commissioners  
Administrative Services Manager  
6075 Old Bagdad Highway  
Milton, FL 32583  
850-983-1858 Phone  
850-623-1331 Fax

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

SUNGARD PENTAMATION, INC.  
 DATE: 08/31/2015  
 TIME: 09:58:57

SANTA ROSA COUNTY BOCC  
 FIXED ASSETS LISTING

PAGE NUMBER: 1  
 REPORT10

SELECTION CRITERIA: assets.tagno like '2320%807%'

SORTED BY: assets.tagno,assets.improvement\_num

ASSET ID	DESCRIPTIVE INFORMATION	ACQUISITION INFORMATION	DEPRECIATION INFORMATION
2320HE0807	FORD TRUCK	FUNDING 001	CAPITAL ASSET Y
-000	MFR FORD	CLS M	VENDOR ORVILLE BECKFORD
	MODEL F-250	CAT VE EQUIP PO	UNITS 1
	S/N 1FTSW20555EC19531	LOC PARKS	CHECK 26005 UN CST 19653.85
	INVENTORY DATE 08/03/15	FUND TYPE G ACQUIRE	02/22/05 COST 19653.85
	CONDITION STATUS	DPT 2600	INS CO
	NEXT SCHEDULED MAINTENANCE	GRT	INS VAL 0.00
	"USER FIELD 1" BOB NELSON	"USER FIELD 2"	
	"USER FIELD 3" SURPLUS/AUCTION 2015 ??	"USER FIELD 4"	
	TAG # TAG 225208		

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
570	CULTURE/RECREATION	572	PARKS & RECREATIONS	2600
				559001 1.00

REPORT TOTAL 1 RECORDS SELECTED

COST	19,653.85
INSURANCE VALUE	.00
SALVAGE VALUE	.00
ACCUMULATED DEPRECIATION	18,834.90
SALE AMOUNT	.00

SUNGARD PENTAMATION, INC.  
 DATE: 08/31/2015  
 TIME: 09:59:59

SANTA ROSA COUNTY BOCC  
 FIXED ASSETS LISTING

PAGE NUMBER: 1  
 REPORT10

SELECTION CRITERIA: assets.tagno like 'PARK%0108%'

SORTED BY: assets.tagno,assets.improvement\_num

ASSET ID	DESCRIPTIVE INFORMATION	ACQUISITION INFORMATION	DEPRECIATION INFORMATION
PARKHE0108	7X16 ENCLOSED TRAILER	FUNDING 001 CAPITAL ASSET Y	EST LIFE 10 DEP LIFE 10
-000	MFR TRU TOW	CLS M VENDOR ROCKYS TRAILERS	DEP Y POST DP N DEP METH SL
	MODEL TT167TA1	CAT VE EQUIP PO 60004355 UNITS 1	SALVAGE VALU .00
	S/N 1T9CE16206J546954	LOC PARKS CHECK 38969 UN CST 5011.65	ACCUM DEP 4259.82
	INVENTORY DATE 08/03/15	FUND TYPE G ACQUIRE 03/28/06 COST 5011.65	REM BOOK BASIS 751.83
	CONDITION STATUS	DPT 2600 INS CO	DEP BASIS 5011.65
	NEXT SCHEDULED MAINTENANCE	GRT INS VAL 0.00	LAST POSTING DATE 09/30/14
	"USER FIELD 1" WEDEATER RACK ATTACHED	"USER FIELD 2" COUNTY YARD	SALE AMOUNT .00
	"USER FIELD 3" SURPLUS/AUCTION 2015 ??	"USER FIELD 4"	RETIRED DATE
	TAG # TAG 235109		

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
570 CULTURE/RECREATION	572 PARKS & RECREATIONS	2600	559001	1.00

REPORT TOTAL 1 RECORDS SELECTED

COST	5,011.65
INSURANCE VALUE	.00
SALVAGE VALUE	.00
ACCUMULATED DEPRECIATION	4,259.82
SALE AMOUNT	.00

SUNGARD PENTAMATION, INC.  
 DATE: 08/31/2015  
 TIME: 10:00:25

SANTA ROSA COUNTY BOCC  
 FIXED ASSETS LISTING

PAGE NUMBER: 1  
 REPORT10

SELECTION CRITERIA: assets.tagno like '23%809%'

SORTED BY: assets.tagno,assets.improvement\_num

ASSET ID	DESCRIPTIVE INFORMATION	ACQUISITION INFORMATION				DEPRECIATION INFORMATION		
2300HE8090	1996 F150 FORD PICKUP TRUCK	FUNDING 001	CAPITAL ASSET Y	EST LIFE	DEP LIFE			
-000	MFR FORD	VENDOR ORVILLE BECKFORD		DEP N POST DP N	DEP METH			
	MODEL F150	CLS M		SALVAGE VALU				.00
	S/N 2FTEF15Y6TCA34241	CAT VE EQUIP PO	UNITS 1	ACCUM DEP				12925.85
	INVENTORY DATE 08/03/15	LOC PARKS CHECK 095381	UN CST 12925.85	REM BOOK BASIS				.00
	CONDITION STATUS	FUND TYPE G ACQUIRE 03/05/96	COST 12925.85	DEP BASIS				12925.85
	NEXT SCHEDULED MAINTENANCE	DPT 2600 INS CO		LAST POSTING DATE				09/30/06
	"USER FIELD 1" REPLACED 1/31/12	GRT INS VAL 0.00		SALE AMOUNT				.00
	"USER FIELD 3" SURPLUS/AUCTION 2015??	"USER FIELD 2" OLD #151804		RETIRED DATE				
	TAG # TAG TC2960	"USER FIELD 4" PARKS/BOB NELSON						

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
570 CULTURE/RECREATION	572 PARKS & RECREATIONS	2320	559001	1.00

REPORT TOTAL 1 RECORDS SELECTED

COST	12,925.85
INSURANCE VALUE	.00
SALVAGE VALUE	.00
ACCUMULATED DEPRECIATION	12,925.85
SALE AMOUNT	.00

## 2016 Draft Legislative Priorities (Not listed by any ranking)

### **NAVARRE BEACH RE-NOURISHMENT**

The county is seeking increased funding support for FDEP’s, Florida Beach Management Funding Assistance Program (BMFAP), also known as the Beach Erosion Control Program, which was established for the purpose of working in concert with local, state and federal governmental entities to achieve the protection, preservation and restoration of the sandy beaches located on the Gulf of Mexico, Atlantic Ocean, or Straits of Florida. Navarre Beach has approximately 4-miles of critically eroded beach which are eligible for FDEP cost sharing subject to legislative appropriation for the BMFAP. Completion of this project is critical to the continued economic recovery of Santa Rosa County from the recent recession and from the damages inflicted by the Deepwater Horizon Oil Spill.

**The Santa Rosa County Board of Commission requests the Florida Legislature to appropriate \$xx million in BMFAP in FY 2016/17 or as may be needed to fund the reimbursement of \$5.25 million in eligible FDEP cost sharing for the Navarre Beach project and all the projects estimated at ranking higher in the FDEP assessments.**

### **NORTHWEST FLORIDA @I-10 INDUSTRIAL PARK CAPITAL IMPROVEMENTS**

Northwest Florida Industrial Park @ I-10 is located directly off Interstate 10 and offers shovel-ready sites from two to 200 acres. As a Gulf Power Certified Site with industrial zoning, the location is unique as it offers businesses an opportunity to reach Houston and Nashville just as quickly as Miami as well as proximity to the new Airbus facility in Mobile, AL. Target industries include aviation and defense, logistics and transportation companies. With the county’s first industrial park nearing capacity, the park @I-10 is the next target for industrial and job growth in Santa Rosa. Based on project leads, developing the park could have a tremendous impact on the county and Northwest Florida. One project alone could bring 417 jobs, with annual impact of \$40.2 million.

While the property has had numerous leads and interest, a major limitation of marketing the industrial park is the lack of capital improvements. The infrastructure for phase I is estimated at \$893,268 and includes roads, water and sewer lines, and storm water improvements. As many companies visiting our county are asking to see existing buildings instead of green space, an onsite spec building would be a game-changing marketing tool. This asset would set the park apart from our competitors and draw more site selectors and companies to our area for that vital “first look.” The ideal spec building would be a 40,000 to 50,000 square foot facility with an eave height of 24 to 30 feet and is estimated at \$2.8 million to construct.

**The county is requesting approximately \$3.7 million in a non-recurring special appropriation capital improvements at the Northwest Florida @I-10 Industrial Park**

## **SUPPORT WHITING AVIATION PARK**

Santa Rosa County is poised to develop a one of a kind aviation focused park - Whiting Aviation Park. With up to 269 acres available, the park offers access to 6,000 feet of Naval Air Station Whiting Field's runway through the first of its kind limited use agreement between the U.S. Navy and the county. With runway access, monitored airspace, VFR flight conditions over 300 days each year, and an available workforce of the second highest concentration of military retirees in the nation, the future of Whiting Aviation Park offers a unique opportunity for aviation related companies.

The project would not only help protect the industry that has brought over 14,000 jobs and that has an economic impact of \$1.1 billion per year, Whiting Aviation Park has the ability to transform economic development through above average paying job creation in Santa Rosa County and Northwest Florida.

Plans are to develop Whiting Aviation Park over a two phased process, the first phase would be develop detail construction plans utilizing many of infrastructure items currently in place that by the Navy, updated and refined construction cost estimates, a comprehensive utility development plan, and optional bidding scenarios to support development of the park. The second phase of the aviation park would be the construction of the infrastructure improvements which would include but not limited to Taxiway Yankee Improvements, Construction of Taxiway, construction of a South Entrance Road, and Public Ramp Grading and Paving. **The county is requesting approximately \$8.8 million in a non-recurring special appropriation for phase one and partial phase two construction.**

## **NAVARRE BEACH WWTF EFFLUENT DISCHARGE RELOCATION AND REGIONAL BENEFICIAL REUSE PROJECT**

Santa Rosa County has been working since the late 1990s toward the goal of removing the discharge of the WWTF's effluent from the Sound to improve water quality in the sound and the Pensacola Bay Watershed. Various alternative discharge options were evaluated in detail as a part of the Wastewater Treatment Effluent Disposal Comprehensive Plan for the Navarre Beach WWTF prepared by CH2M HILL in 2001. In 2001, the county commissioners approved a plan to eliminate discharge to the sound by conveying the effluent to a land application site located on Eglin AFB property. The project is also proposed to include partnering with the other wastewater utilities within the region because of their need for reliable, long-term effluent disposal and a source of reuse water for summer irrigation. Often during dry periods, the wastewater utilities do not have sufficient reuse capacity to adequately serve existing customers.

To date, the county has spent nearly \$1 million toward the project, but the progress has been stalled because of the lack of available funding to continue to move forward. The planning and preliminary engineering for the RIB site and the pipeline are complete. All of the environmental assessments, surveys, and permits have been obtained. The county has negotiated a preliminary agreement for a long-term lease with Eglin AFB.

The proposed project includes permanently relocating the discharge of the WWTF effluent to a land application site located on approximately 200 acres of Eglin AFB property. The project will include the construction of 35, 2.5-acre, rapid-rate infiltration basins for groundwater recharge; upgrades to the

WWTF, including new effluent filters and effluent pump station; approximately 9 miles of force main ranging in size from 6 inches in diameter to 18 inches in diameter to convey the effluent from the WWTF to the RIB site; and an intermediate pump station. The project will provide effluent disposal capacity of up to 7.0 million gallons per day. In addition to discharging the effluent to a dedicated land application site, the project will also include provisions for distributing reuse water to various residential and commercial customers in the area to reduce potable water use and reduce withdrawals from the groundwater aquifer. It will also include provisions to accept treated effluent from other participating utilities in the area.

**The county is requesting approximately \$19 million in a non-recurring special appropriation for project construction costs.**

## **SUPPORT NEW JUDICIAL CENTER**

The current Santa Rosa County Courthouse is located in downtown Milton. Built in 1927, the building size is no longer sufficient for all the necessary courthouse functions and the design of the building creates security issues for the public and staff. The parking, heating and cooling system, and telephone and computer network infrastructure are also no longer adequate for daily operations. With over 11,000 people entering the front door each month, a new facility that can serve our fast growing county today, and up to 75 years in the future, is needed.

While voters rejected a one cent local option sales tax to fund the project in 2002 and 2014, the need to replace the current facility grows as does the price tag to build a new judicial center and the cost to maintain the current facility continues to increase. With the downturn in the economy, Santa Rosa County has struggled to maintain the same level of service to one of the fastest growing counties the U.S. with 21% less revenue. The county's general fund cannot support the construction of a new facility without placing a large portion of the burden on the homeowners of county. **The county is requesting a \$12 million non-recurring special appropriation for construction of a judicial center to help offset the cost of construction to our local residents.**

## **SANTA ROSA AGRI-PLEX**

Santa Rosa County currently has the number one ranked project for 2014-2015 agriculture education and promotion facility funding through F.S. 2881175, the Santa Rosa Agri-Plex. The mission of the facility is to ensure the long-term sustainability of agriculture in Northwest Florida through education, promotion, research, marketing, tourism and economic development and is a collaborative project of several local, regional and state partners. The county has invested \$1.4 million in Phase I of the complex, the multi-use covered arena.

Phase II of the project is ranked first on the project list, for \$593,000 in funding, based on the statutorily required ranking criteria. This phase includes construction of a clinical exhibition space, multi-use livestock barns and stalls. The Florida Department of Agriculture and Consumer Science has ranked the Santa Rosa Agri-Plex in the first position three out of the four years, but the project has been skipped in previous years while other projects were funded.

Florida statutes require the Florida Department of Agriculture and Consumer Services to solicit applications for funding of projects in local communities for the construction and/or renovation of agricultural education facilities. The funding for the next fiscal year is again expected to be very limited, and the prospect for grant funding is questionable. **The commission requests support in continued funding of F.S. 2881175 and the use of the FDACS ranking system when awarding project funding.**

## **RETAIN SCOP POPULATION LIMITS INCREASE**

Santa Rosa County depends heavily on the FDOT Small County Outreach Program funding for large projects on major/high capacity county roadways. This year, Santa Rosa no longer qualifies for the program due to exceeding the program population limits of 150,000. Two major projects totaling over \$2 million, the repaving of southern segment of Munson Highway and CR184, were dropped from the 2017 work program as a result. For the past several years, SCOP projects in Santa Rosa have averaged over \$1 million per year.

With the population of Florida increasing at a rate of about 800 new residents a day, Florida is the third most populist state, overtaking New York this year. While the state's population has grown, the program qualification limits have not been adjusted in 14 years to accommodate the growth. **The commission is requesting that the legislature sustain the 2015 SCOP maximum population of 165,000 or increase to 175,000 to accommodate for statewide growth.**

### **1. GENERAL SUPPORT INITIATIVES**

- Santa Rosa County supports funding requests made by the City of Milton for increasing water and sewer capacity through the construction of a new treatment facility, estimated at \$25 million. The initial build would have a capacity of 5 million gallons and would be expandable up to 25 million with no discharge into the Blackwater River. The facility is needed to accommodate both residential and commercial growth and is an important recruitment tool for new large industries to Phase II of the Santa Rosa County Industrial Park.
- The board requests that care be given by the Legislature when dealing with revenue shortfall to resist transferring/shifting functions and responsibilities to county government in the form of **unfunded mandates or masked mandates including increased Medicaid costs.**
- Continued funding of **Florida Defense Grant programs** including Defense Infrastructure Grants, Defense Reinvestment Grants and the Florida Defense Support Task Force that further enhance the continued viability of NAS Whiting Field and its outlying fields.
- Restore historic funding levels to **Florida's conservation and working land acquisition** programs including the Florida Forever program utilizing funds from the passing of Amendment 1. Appropriate sufficient levels of funding for trail management and maintenance statewide. Santa Rosa County has participated in partnership with state and federal governments to purchase environmentally sensitive property adjacent to Clear Creek with the dual purpose of protecting

this environmentally sensitive watershed and also buffer NAS Whiting Field from developmental encroachment.

- Continued funding of **State-Aid to libraries** program which is long-standing partnership between State of Florida and local governments to provide quality library services for our mutual residents/constituents. This becomes even more important during economic downturns as libraries provide books and other material free and also serve as conduit to employment and benefit databases necessary for those seeking employment and related services.

## Hunter Walker

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**From:** Sheila Fitzgerald  
**Sent:** Tuesday, September 08, 2015 8:09 AM  
**To:** Michael Schmidt; Roger Blaylock  
**Cc:** Commissioner Jayer Williamson; Hunter Walker; 'Leylah Saavedra'; Erica Grancagnolo  
**Subject:** FW: 4177-16-R Phase I Approval Letter  
**Attachments:** 4177-16-R Santa Rosa County Maranatha Way Drainage Project - Phase I A....pdf

Michael/Roger:

The award letter for Chipper/Maranatha is attached. (Grant agreement will arrive later in the month). It is my understanding that the RFQ for engineering services for the other two projects (Ranchettes & Pace/Patterson) will be advertised in the paper this weekend (proposal opening scheduled for Oct 13).

Is there a possibility to receive board approval this week (as an add-on) to revise the RFQ documents to include this one? If not, is there a benefit that can be realized by going ahead and proceeding with this one on its own so that when the Board interviews firms, they can go ahead and authorize a contractor for all three?

Please advise at your earliest convenience.

Sheila

---

**From:** Murray, Patricia [mailto:Patricia.Murray@em.myflorida.com]  
**Sent:** Tuesday, September 08, 2015 7:50 AM  
**To:** Sheila Fitzgerald <sheilaf@santarosa.fl.gov>; 'Leylah Saavedra' <leylah@pegasusengineering.net>  
**Subject:** 4177-16-R Phase I Approval Letter

Hello,

Please see the attached approval letter for 4177-16-R.

Leylah, per our conversation, the FEMA Project Manager believed that he had sent the award letters that were obviously stuck in his outbox. If there are any issues with the Period of Performance date, please advise asap.

However, I did go ahead and start the contract execution process based on this letter.

Sorry for any inconvenience.

Thanks.  
Pat

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



U.S. Department of Homeland Security  
FEMA Region IV  
3003 Chamblee Tucker Road  
Atlanta, GA 30341

**FEMA**

August 4, 2015

Mr. Bryan W. Koon, Director  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Attention: Mr. Miles Anderson

Reference: **Hazard Mitigation Grant Program (HMGP) DR-4177-16-R Santa Rosa County,  
Maranatha Way, Drainage Project - Phase I Approval Letter**

Dear Mr. Koon:

In accordance with the Program Administration by State (PAS) Operational Agreement for DR-4177-FL, the Federal Emergency Management Agency (FEMA) concurs with the state's approval of this project. The project is approved for Phase I in the amount of \$139,985 with a Federal share of \$104,989 and a local share of \$34,996. This includes the approval of pre-award costs in the amount of \$24,985. All projects, regardless of funding source must comply with all HMGP regulations and guidance.

The following is the approved Statement of Work (SOW) for the above referenced project:

*The purpose of this project is the implementation of the proposed drainage improvements, located north of Spencer Field Road, east of West Spencer Field Road, west of Joggers Lane and south of Carlton Drive within Pace, Florida 32571. The improvements will minimize or eliminate future structural damage while protecting the residents from harm's way during and following future flood events. Specifically, the proposed drainage improvements will encompass the acquisitions of drainage easements, an existing retention pond expansion (land acquisition and construction), and the construction of strategically located inlets, storm sewer systems, and ditch conveyance systems to properly capture and convey the stormwater runoff away from the drainage problem areas. This project will be phased to allow an engineering study, construction plans preparation, permitting and bidding for Phase I, and construction, and construction management services under Phase II.*

*When completed, the project will be designed to provide a minimum of 25-year protection. All activities will be executed in compliance with any applicable codes and regulation.*

*This is for Phase I approval; when completed the applicant will need to provide designs and calculations for Phase II review, including verification that there will not be any upstream or downstream impact.*

The activity completion timeframe for Phase I is 12 months from the date of this letter. Therefore, all Phase I activities must be complete and appropriate deliverables submitted to FEMA by August 4, 2016.

This project must adhere to all program guidelines established for the Hazard Mitigation Grant Program in accordance with the PAS Operational Agreement for DR-4177. Once Phase I deliverables are submitted, FDEM will submit all necessary documents for FEMA review as per the signed PAS Agreement.

Environmental items needed and comments:

- Final SHPO response letter for proposed Phase II work
- Copies of any applicable permits
  - If permits are not available, please submit copies of application packets that were submitted to permitting agencies.
- CZMA: Copy of an Environmental Resource Permit (ERP) from the Northwest Florida Water Management District (NFWFMD).

General comments:

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.
- Phase II must be resubmitted for EHP review.

The State HMGP Administrative Plan defines the procedure whereby the Governor's Authorized Representative (GAR) may advance portions of the approved Federal share to the subgrantee. If project costs exceed the amount originally funded and additional federal funds are needed, the subgrantee must contact the Governor's Authorized Representative (GAR). The GAR will evaluate requests for cost overruns and submit to the Regional Administrator written documentation of cost overrun eligibility. Cost overruns shall meet Federal regulations set forth in 44 CFR 206.438(b).

Quarterly progress reports for the HMGP projects are required. Please include this HMGP project in your future quarterly reports. Note that 44 CFR 206.438(c) indicates the State must provide a quarterly progress report to FEMA indicating the status and completion date for each project funded. The report will include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions.

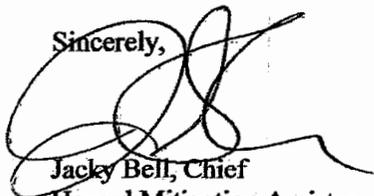
Section 206.438(d) of 44 CFR requires the GAR to "certify that reported costs were incurred in the performance of eligible work, that the approved work was completed and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement."

The State (grantee) must comply with all applicable Program guidance and regulations and the PAS Operational Agreement for DR-4177 before implementing changes to the approved project SOW.

The obligation report is enclosed for your records. Management and environmental reports are available in NEMIS. The obligated funds are available for withdrawal from **Smartlink** on sub-account number **4177DRFLP00000005**.

If you have questions or need any further information, please do not hesitate to contact David Vandewater of my staff at (229) 225-4875.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacky Bell", with a large, looping flourish extending to the right.

Jacky Bell, Chief  
Hazard Mitigation Assistance Branch  
Mitigation Division

**Enclosure:**  
Obligation Report  
Record of Environmental Consideration

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

**AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, IMPOSING A FIVE CENT LOCAL OPTION GAS TAX UPON EVERY GALLON OF MOTOR FUEL AND SPECIAL FUEL SOLD IN SANTA ROSA COUNTY AND TAXED UNDER THE PROVISIONS OF CHAPTER 206, FLORIDA STATUTES; PROVIDING FOR DISTRIBUTION PURSUANT TO INTERLOCAL AGREEMENT BETWEEN SANTA ROSA COUNTY, THE CITY OF MILTON, THE CITY OF GULF BREEZE, AND THE TOWN OF JAY; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.**

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

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

**SECTION 2.** This ordinance is adopted pursuant to Chapter 206, F.S., as amended.

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

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

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

**SECTION 6. Rescission.** It is the intent of the Board of County Commissioners in establishing this ordinance that it be and is hereby empowered to rescind this local option gas tax at any time.

**SECTION 7. Duration.** The tax imposition provided by this article, unless rescinded as set out in Section 6, shall be effective from January 1, 2016, to December 31, 2026, both inclusive.

**SECTION 8. Codification.** The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section", "article", or any other appropriate word.

**SECTION 9. Effective Date.** This Ordinance shall take effect January 1, 2016.

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

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

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

**ATTEST:**

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

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

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

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

**AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, IMPOSING THE LOCAL OPTION NINTH-CENT GAS TAX UPON EVERY GALLON OF MOTOR FUEL AND SPECIAL FUEL SOLD IN SANTA ROSA COUNTY AND TAXED UNDER THE PROVISIONS OF CHAPTER 336 and CHAPTER 206, FLORIDA STATUTES; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.**

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

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

**SECTION 2.** This ordinance is adopted pursuant to F.S. § 336.021, as amended.

**SECTION 3. Tax.** There is hereby imposed a one-cent local option gas tax (called the "ninth-cent" gas tax) upon every gallon of motor fuel and special fuel sold in the county as such motor fuel and special fuel is described and taxed under the provisions of F.S. §§ 336.025, F.S. 336.0255 and F.S. Chapter 206, Parts I or II.

**SECTION 4. Proceeds.** Proceeds of the tax hereby imposed shall be collected by the state Department of Revenue and transferred to the state ninth-cent gas tax trust fund, from which such proceeds shall be distributed by the state Department of Revenue to the county.

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

**SECTION 6. Rescission.** It is the intent of the Board of County Commissioners in establishing this ordinance that it be and is hereby empowered to rescind this local option gas tax at any time, which rescission shall become effective as provided in F.S. § 336.021(5).

**SECTION 7. Duration.** The tax hereby imposed is effective from January 1, 2016, and is for an indefinite duration, unless rescinded as set out in Section 6.

**SECTION 8. Codification.** The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section”, “article”, or any other appropriate word.

**SECTION 9. Effective Date.** This Ordinance shall take effect January 1, 2016.

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

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

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

**ATTEST:**

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

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

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

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

AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, AMENDING ORDINANCE 91-19 AND CHAPTER 3 SECTION 3-1 OF THE SANTA ROSA COUNTY FLORIDA CODE; AMENDING THE HOURS OF SALE OR PURCHASE OF ALCOHOLIC BEVERAGES WITHIN THE SOUTH SANTA ROSA COUNTY TOURIST DEVELOPMENT DISTRICT; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. Santa Rosa County Ordinance 91-19 and Chapter 3 Section 3-1 of the Santa Rosa County Florida Code are amended as follows. (Language added is printed in type which is bold underline type, and language deleted is printed in ~~struck through~~-type.)

**Chapter 3 ALCOHOLIC BEVERAGES**

**Article I. In General**

**Sec. 3-1. Hours of sale.**

(c) The hours for the sale or purchase of alcoholic beverages which are legal to be sold in the South Santa Rosa County Tourist Development District (Navarre Beach and mainland) shall be as follows: 7:00 a.m. to 2:30 a.m., each day of the week.

~~1) South Santa Rosa Tourist Development District (Navarre Beach) — 7:00 a.m. to 2:30 a.m., each day of the week.~~

~~2) South Santa Rosa Tourist Development District (mainland) — 7:00 a.m. to 12:00 midnight Monday through Saturday, 12:00 noon to 12:00 midnight, Sunday.~~

SECTION 2. CODIFICATION. The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section”, “article”, or any other appropriate word.

SECTION 3. EFFECTIVE DATE. This Ordinance shall take effect upon the filing of a certified copy of this Ordinance with the Department of State within ten (10) days after enactment.

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

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

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

**ATTEST:**

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

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

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

**DRAFT**

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

**WHEREAS**, the Country On The Sound event promotor has requested a one-time variance of Section 12.14.04 of the Marine Turtle Protection Lighting Ordinance, which requires all lights to be turned off after 9:00 p.m., for a concert event to be held on September 25 through September 26, 2015 at Navarre Beach Marine Park; and

**WHEREAS**, the said Ordinance provides that Santa Rosa County may grant such a variance if it is supported by findings of facts reviewed and approved by appropriate State and Federal agencies; and

**WHEREAS**, the Fish and Wildlife Service of the United States Department of the Interior reviewed and approved the request based upon the requirements set forth in the letter of September 9, 2015, which is attached as Exhibit A and by reference made a part hereof; and

**WHEREAS**, Santa Rosa County affirmatively finds that the grant of the requested variance is in the public interest with the condition that the promoter comply with all requirements set forth in Exhibit A;

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

The variance from the requirements of Section 12.14.00 of the Marine Turtle Protection Lighting Ordinance is granted.

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

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

**ATTEST:**

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

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



IN REPLY REFER TO:

## United States Department of the Interior

### FISH AND WILDLIFE SERVICE

Field Office  
1601 Balboa Avenue  
Panama City, FL 32405-3721

Tel: (850) 769-0552

Fax: (850) 763-2177

September 9, 2015

Mr. Shannon Ogletree  
Economic Development Office, Director  
6491 Caroline Street, Suite 4  
Milton, FL 32570

Re: USFWS # 04EF3000-2015-I-0180  
Country on the Sound  
Santa Rosa County, Florida

Dear Mr. Ogletree:

Thank you for the opportunity to comment on the Country on the Sound concert event occurring September 25 – 26, 2015 at Navarre Beach Marine Park in Santa Rosa County, Florida. The Fish and Wildlife Service (Service) understands Santa Rosa County is requesting a onetime variance to their Marine Turtle Protection Lighting Ordinance (12.14.00). The variance requested is for section 12.14.04, "All lights shall be turned off after 9:00 p.m.". The Country on the Sound concert will start at 2:00 p.m. and continue until approximately 1:30 a.m. for the two nights. This response is provided in accordance with provisions of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 et seq.).

Navarre Family Watersports, Free Bird Consulting and Astar Promotions are bringing a two day country music festival to the Navarre Beach Marine Park, which will start on Friday afternoon and conclude on Sunday morning. It will mix live country music, watersports activities, helicopter tours and miniature golf throughout the day. After the headliners complete their acts for the evening there will be an after party concert on the beach. The initial projections for this event will bring over 4,500 people each day to this event.

Local and out-of market merchandise vendors will be selling T-shirts, cowboy hats, mechanical bull riding opportunities, and other concert related items. In addition, several local food vendors will be on site.

Off-duty officers will be on-site to ensure safety of attendees and performers. No coolers will be allowed into the event and all bags will be searched. Event volunteers will be strategically placed to direct traffic, guide ticket holders to the fenced venue area, and to minimize impacts to the coastal environment by guiding attendees away from the beach (bay and gulf sides of island) and dune areas.



We have reviewed the information and will support a variance to the Santa Rosa County, Florida Marine Turtle Protection Lighting Ordinance as long as the following conservation measures are implemented by the County, Navarre Family Watersports, Free Bird Consulting and Astar Promotions:

1. There will be four (4) light towers (powered by generators) located along the south side of Gulf Blvd. These towers are needed for public safety and to provide electricity for a number of services (i.e. ticket sales, emergency services, etc.) The lights will be directed downwards and if shields can be obtained, the shields will be installed to help reduce sky glow and any light escaping onto the beach.
2. The parking lot housing the event (1st pavilion, Sea Oat Circle) will be enclosed with an eight (8) foot metal fence to facilitate crowd control and to minimize impacts to the surrounding coastal environment (dunes and vegetation). The entrance to the concert will be located on the west side parking lot and an emergence exit will be provided on the east side. Access to the beach, via the dune walkovers, will be granted on both Friday and Saturday from 1:00 p.m. until 6:00 p.m. to concert ticket holders. At 6:00 p.m., all ticket holders must return to the venue. If ticket holders do not return at this time, they will be required to walk to Sand Crab Pavilion and re-enter the concert through the Navarre Beach Drive - Gulf Boulevard entrance.
3. Ghost Crab Pavilion will host a meet and greet for artists and fans, Sand Dollar Pavilion will be reserved for the artist (back stage area), and the Sea Oat Pavilion will host the Exclusive VIP attendees. The lighting for these pavilions will be amber/ red LED rope lights placed close to the floor. There could be draped fabric at the Sand Dollar Pavilion to provide a more private area for the performing artists.
4. Bathrooms located behind the event stage will be shielded with draped fabric to help minimize stage lighting from escaping onto the beach.
5. Parking at the Sandpiper Pavilion is reserved for the performing artist's tour buses. The performers will be transported to and from the stage via a van. The only lights in this area will be headlights from the moving vehicles. There will be no scheduled activities in this area and it is a no-entry area concert attendees.
6. Except for 2 -3 vendors, all vendors will be provided with an E-Z Up style canopy. Lighting within the canopy will be down lights and fully shielded by the canopy cover. The remaining 2-3 vendors will have minimal lighting that will be down lighting or directed towards the interior of their tent.
7. After party stage will have draped fabric sides and a roof to minimize sky glow from the stage lights. Stage lights will be directed downwards and any floor lights will be directed towards the interior of the stage.
8. Attendee parking will be limited to the Snowy Plover Court parking lots. There will be minimal VIP and taxi service parking in the Manta Ray Circle parking area.
9. Emergency services and law enforcement command centers will be located on the Manta Ray Circle parking lot.
10. Blue Heron Court will be blocked off from attendee parking.
11. Santa Rosa County turtle watch will be provided passes so that sea turtle nest protection activities can be performed throughout the weekend. The concert promoters will continue to work with the sea turtle volunteers to ensure nest/ hatchling protection.

12. Entrance signage will remind attendees the do's and don'ts within the park. Follow park rules:
  - "Leave no Trace", properly dispose of all garbage – trash
  - No glass, pets, or bonfires
  - Respect the dunes, vegetation, and coastal wildlife by not walking on or disturbing them.
13. Concert volunteers will be provided a daily protocol briefing. The briefing notes will include the following:
  - Follow park rules
  - Use the attached map (Bay Side Beach Access Trails) for all ingress and egress to the bay side beach. Only in emergency situations should dunes and wetlands be traversed after dark.
  - Use dune walkovers and county designated footpaths for all ingress and egress to the gulf side beach.
  - Stay off of dunes and vegetation as much as possible.
  - If possible, use a red filter on flashlights and turn off when not in use.
  - When possible: If flushing birds on bay side of the island, stop, and leave the area.
14. Trash pick-up at the trash receptacles will occur each night after the concert and will be placed at a designated trash sight. Morning trash pick-up will occur on Saturday and Sunday prior to 10:00 a.m. If trash is found in the dunes, it will be picked up with care. The beach will be walked each morning for trash pickup.
15. An after action briefing will occur to discuss lessons learned and to identify gaps in species and coastal protection protocol procedures.

The Service appreciates the opportunity to work with Santa Rosa County, Navarre Family Watersports, Free Bird Consulting and Astar Promotions on the project. Please contact Lisa Lehnhoff (850-769-0225 x. 225) for additional information and coordination.

Sincerely,



Dr. Sean Blomquist  
Ecological Services Chief

**Enclosures:**

Map 1: Country on the Sound – Sea Oat Circle Parking Area

Map 2: Country on the Sound – Designated Areas

Map 3: Country on the Sound – Bay Side Access Trails

CC'ed:

Robbin Trindell – FWC Imperiled Species, email

Ann Marie Lauritsen – FWS Sea Turtle Recovery Lead, email

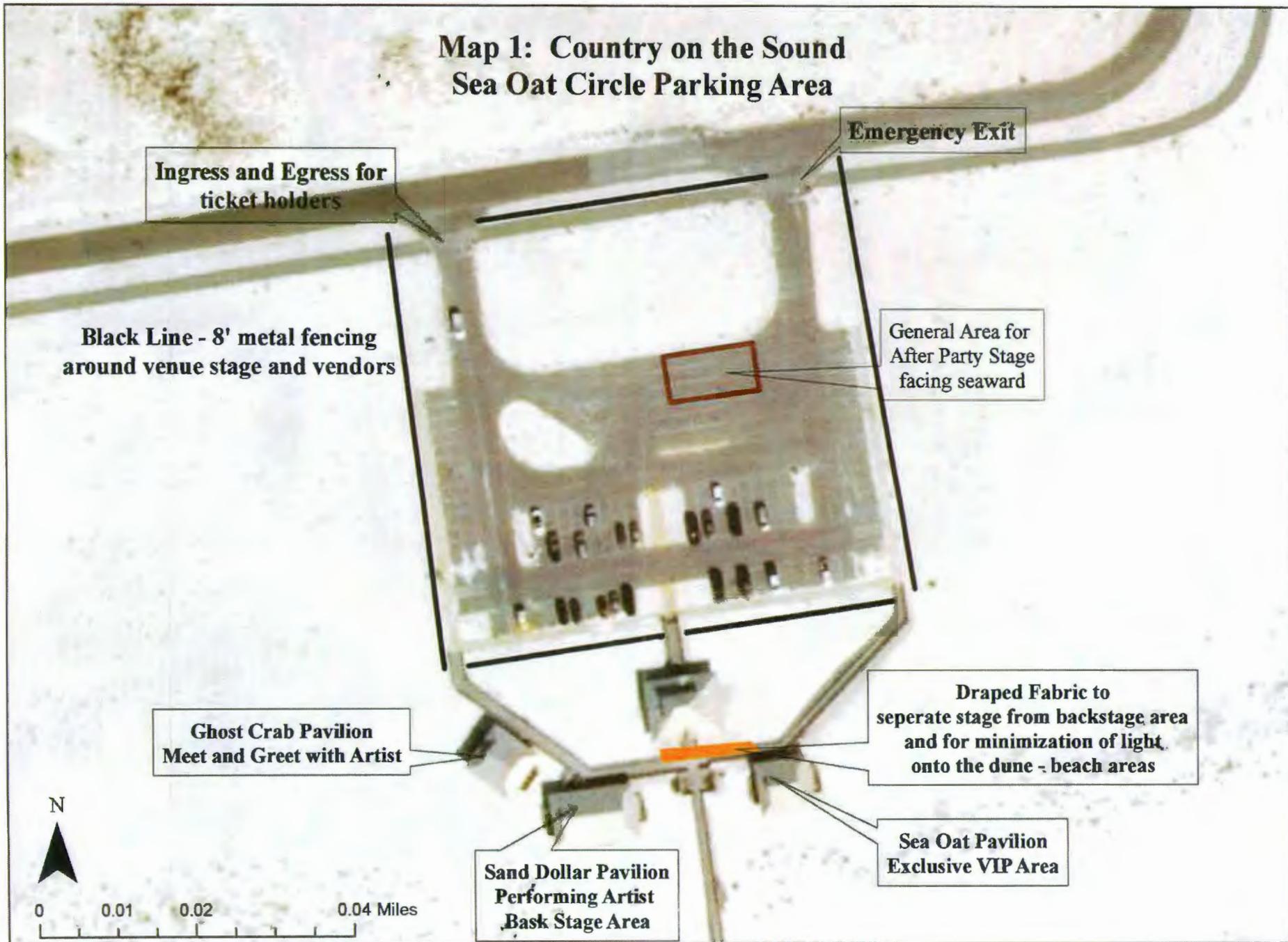
Greg Britton – Country on the Sound Co-Promoter, email

Cortni Bird – Country on the Sound Co-Promoter, email

George Gray – Santa Rosa County Sea Turtle Permit Holder, email

Location: C:\Users\lehnhoff\Documents\Lisa - 1\Country on the Sound

# Map 1: Country on the Sound Sea Oat Circle Parking Area



Ingress and Egress for ticket holders

Emergency Exit

Black Line - 8' metal fencing around venue stage and vendors

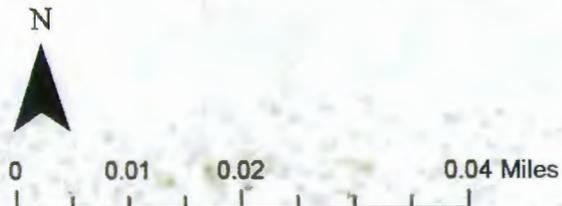
General Area for After Party Stage facing seaward

Ghost Crab Pavilion Meet and Greet with Artist

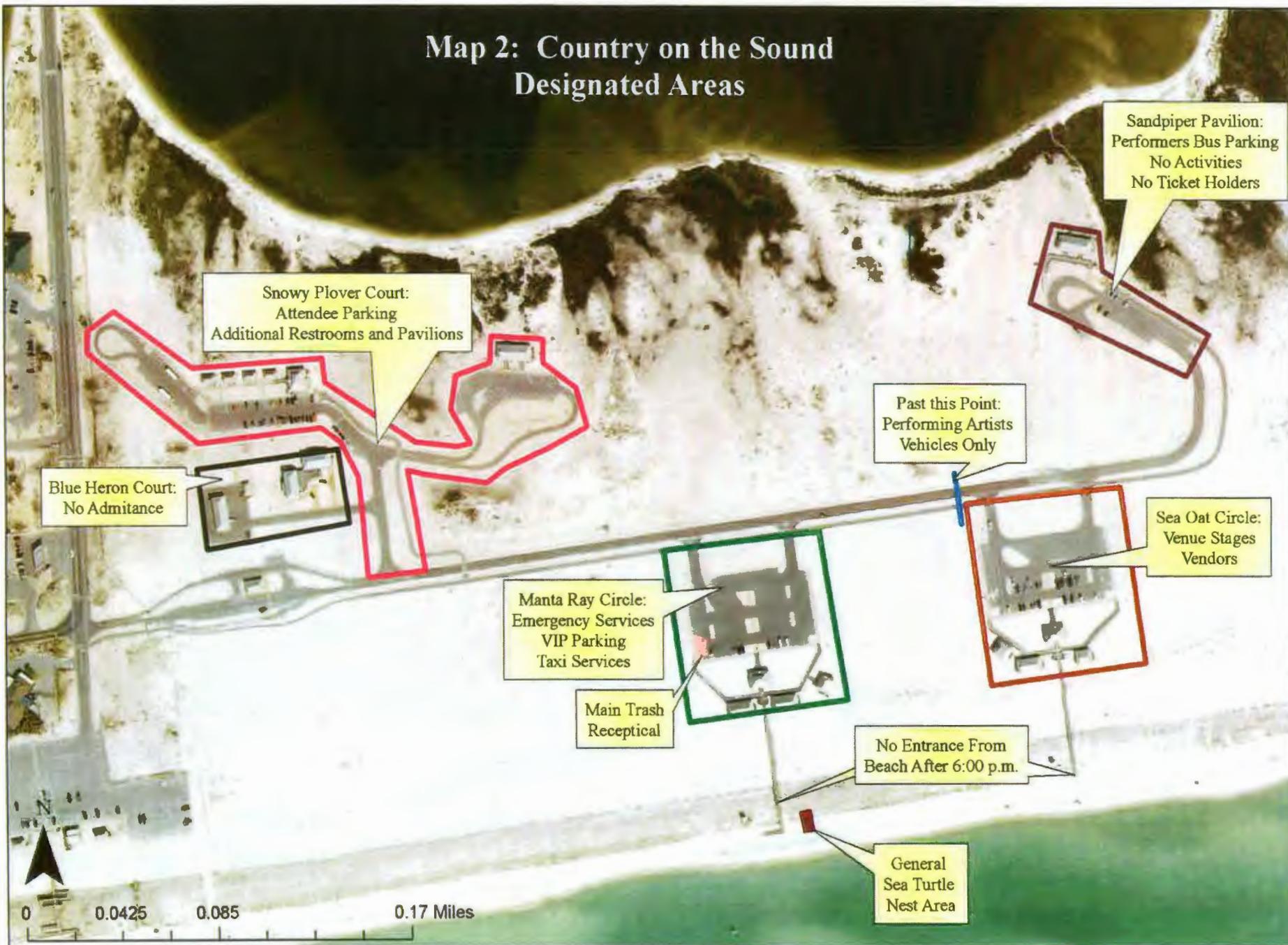
Draped Fabric to separate stage from backstage area and for minimization of light onto the dune - beach areas

Sea Oat Pavilion Exclusive VIP Area

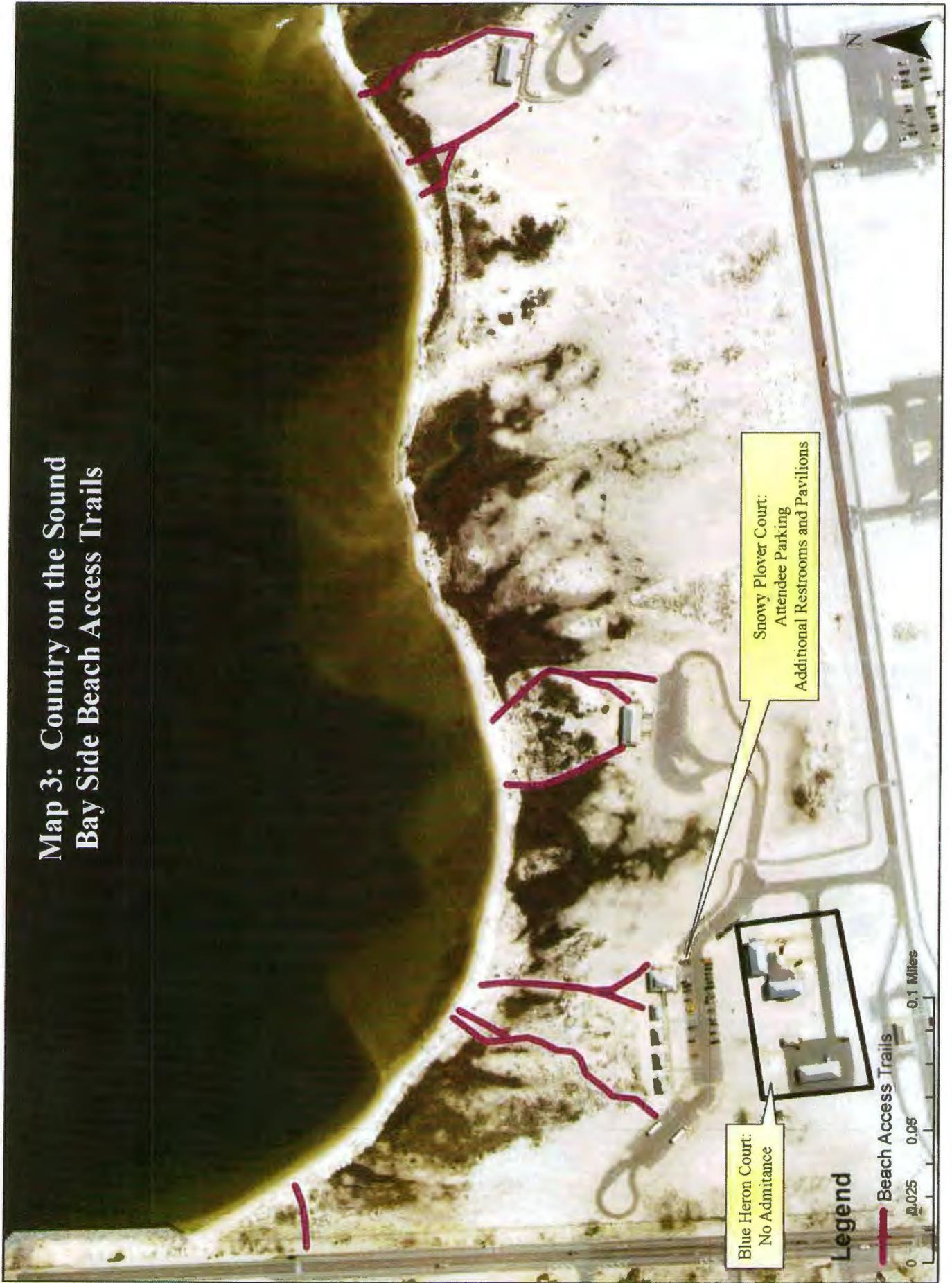
Sand Dollar Pavilion Performing Artist Back Stage Area



## Map 2: Country on the Sound Designated Areas



# Map 3: Country on the Sound Bay Side Beach Access Trails





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

Preliminary  
Engineers Report  
September 8, 2015

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

This is a Preliminary check list:

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

1. Discussion of Revised Supplemental Agreement 2015-1 with Coastal Tech for beach renourishment services. (Attachment A)
2. Discussion of annual topographic survey by SCS Engineers to determine remaining capacity at Central Landfill. (Attachment B)
3. Discussion of Certified Mosquito Contract 2015/2016 with the Department of Agriculture and Consumer Services. (Attachment C)
4. Discussion of Central Landfill Cell C construction bids. (Attachment D)
5. Discussion of annual water quality sampling and analysis proposal for SRC landfills. (Attachment E)
6. Discussion of Bids received for CR184A-Berryhill Road Mill and Resurfacing project partially funded through the LAP program administered through FDOT. (Attachment F)
7. Discussion of reimplemention of expired development order 2005S-025 for Holley Cliff Estates. (Attachment G)
8. Recommend approval of Final Plat for Ashley Plantation Phase Five, an 18 lot subdivision, a portion of Section 25, Township 2 North, Range 30 West, Santa Rosa County, Florida. (District 3) (Attachment H)

Location: 2-1/2 miles, more or less, Northwest on Quintette Road from Five Points, South and East on Alderbrook Boulevard, South on Granite Springs Drive.

**Supplemental Agreement No. 2015-1**

**Between**

**Santa Rosa County**

**And**

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

**For Professional Engineering Services**

THIS IS SUPPLEMENTAL AGREEMENT NO. 2015-1 made and entered into this 27th day of August 2015, by and between SANTA ROSA COUNTY hereinafter referred to as COUNTY and Coastal Tech-G.E.C., Inc. (formerly Coastal Technology Corporation) of Vero Beach, Florida hereinafter referred to as COASTAL TECH.

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

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

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

IT IS, THEREFORE, AGREED as follows:

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

2. Compensation: Work by COASTAL TECH will be provided as "Basic Services" – compensated on the basis of the approved "Hourly Rate Schedule" per Article 5A of our Master Agreement. COASTAL TECH shall be paid on the basis established in Attachment "B", provided the compensation under this Supplemental Agreement shall not exceed the sum of \$38,027 without prior authorization of the COUNTY. Such sum shall be the only compensation to which COASTAL TECH is entitled under this Supplemental Agreement.

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

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

IN WITNESS WHEREOF, the parties hereto have executed these presents this 27th day of August, 2015.

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

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

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

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

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

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

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

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

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

CTC-GEC will:

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

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

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

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

Revised

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

**Attachment "B"  
Estimated Fees and Schedule  
Supplemental Agreement 2015-1  
August 25, 2015**

**Notice to Proceed  
August 27, 2015**

Schedule			Task Description	Principal Engineer	Senior Engineer	Coastal Mgmt. Sp.	Sr. Permit Specialist	Clerical	Total Fees	Direct Costs		Line Total	Task Total
Start	Finish	Days		\$257	\$257	\$111	\$136	\$59	Fees	Amount	Description	Total	Total
			<b>Task 1 - FDEP Funding</b>										\$10,231
27-Aug-15	26-Sep-15	30	Revise FY 2016/17 LGFR	1		2	2		\$751			\$751	
			Confer with COUNTY and submit revised FY 2016/17 LGFR	1		3			\$590			\$590	
1-Jul-16	31-Jul-16	30	Prepare LGFR for FY2017/18	3	1	12	8	2	\$3,566			\$3,566	
27-Aug-15	31-Dec-16	492	Follow-up meetings & FDEP coordination	2	1	12	6		\$2,919			\$2,919	
			Contract assistance & quarterly report submittal for FYs 2016/17 and 2017/18	1		12	6		\$2,405			\$2,405	
27-Aug-15	26-Sep-15	30	<b>Task 2 - MSBU Update</b>										\$5,678
			Identify Potential Assessments	4	1	16			\$3,061			\$3,061	
			Provide Brief Letter Report	2	1	8			\$1,659			\$1,659	
			Confer w/ COUNTY to review Letter Report; Revisions as-needed per COUNTY	2		4			\$958			\$958	
26-Sep-15	26-Oct-15	30	<b>Task 3 - Meetings</b>										\$20,459
			Create Presentation & Participate in Public Workshop	24	2	32			\$10,234	\$825	Travel & Per Diem	\$11,059	
			Update Presentation & Participate in Public Hearing	22	1	24			\$8,575	\$825	Travel & Per Diem	\$9,400	
26-Oct-15	10-Dec-15	45	<b>Task 4 - Final Funding Plan</b>										\$1,659
			Prepare & Submit Final Funding Plan	2	1	8			\$1,659			\$1,659	
<b>Total Hours :</b>				64	8	133	22	2	229				
<b>Total Costs :</b>				\$16,448	\$2,056	\$14,763	\$2,992	\$118	\$36,377	\$1,650		\$38,027	\$38,027

Original

**Santa Rosa County - Navarre Beach  
Re-Nourishment Funding - Summary**

August 19, 2015

<b>Schedule</b>			<b>Task Description</b>	<b>Estimated Fees</b>
<b>Start</b>	<b>Finish</b>	<b>Days</b>		<b>Task Total</b>
27-Aug-15	26-Sep-15	30	Task 1 - FDEP Funding	\$10,231
27-Aug-15	26-Sep-15	30	Task 2 - MSBU Update	\$5,678
26-Sep-15	26-Oct-15	30	Task 3 - Meetings	\$38,301
26-Oct-15	10-Dec-15	45	Task 4 - Final Funding Plan	\$2,889
			<b>Total Costs :</b>	<b>\$57,099</b>

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

**Attachment "B"  
Estimated Fees and Schedule  
Supplemental Agreement 2015-1  
August 19, 2015**

Notice to Proceed  
August 27, 2015

Schedule			Task Description	Principal Engineer	Senior Engineer	Coastal Mgmt. Sp.	Sr. Permit Specialist	Clerical	Total Fees	Direct Costs		Line Total	Task Total
Start	Finish	Days								Amount	Description		
			<b>Task 1 - FDEP Funding</b>										\$10,231
27-Aug-15	26-Sep-15	30	Revise FY 2016/17 LGFR	1		2	2		\$751				\$751
			Confer with COUNTY and submit revised FY 2016/17 LGFR	1		3			\$590				\$590
1-Jul-16	31-Jul-16	30	Prepare LGFR for FY2017/18	3	1	12	8	2	\$3,566				\$3,566
27-Aug-15	31-Dec-16	492	Follow-up meetings & FDEP coordination	2	1	12	6		\$2,919				\$2,919
			Contract assistance & quarterly report submittal for FYs 2016/17 and 2017/18	1		12	6		\$2,405				\$2,405
27-Aug-15	26-Sep-15	30	<b>Task 2 - MSBU Update</b>										\$5,678
			Identify Potential Assessments	4	1	16			\$3,061				\$3,061
			Provide Brief Letter Report	2	1	8			\$1,659				\$1,659
			Confer w/ COUNTY to review Letter Report; Revisions as-needed per COUNTY	2		4			\$958				\$958
26-Sep-15	26-Oct-15	30	<b>Task 3 - Meetings</b>										\$38,301
			Create Presentation, Participate in Public Workshop, Summarize Public Comments	26	2	34			\$10,970	\$825	Travel & Per Diem		\$11,795
			Update Presentation, Participate in Public Meeting Summarize Public Comments	24	1	26			\$9,311	\$825	Travel & Per Diem		\$10,136
			Up to 2 additional Meetings	40		40			\$14,720	\$1,650	Travel & Per Diem		\$16,370
26-Oct-15	10-Dec-15	45	<b>Task 4 - Final Funding Plan</b>										\$2,889
			Prepare & Submit Final Funding Plan	2	1	8			\$1,659				\$1,659
			Preparation of USACE Letter	1	1	4	2		\$1,230				\$1,230
				<b>Total Hours :</b>	109	9	181	24	2	325			
				<b>Total Costs :</b>	\$28,013	\$2,313	\$20,091	\$3,264	\$118	\$53,799	\$3,300		\$57,099



**SANTA ROSA COUNTY ENGINEERING  
ENVIRONMENTAL DEPARTMENT**  
6065 Old Bagdad Highway  
Milton, FL 32583  
[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

Roger A. Blaylock, P.E.  
County Engineer

Ronald C. Hixson  
Environmental Manager

**To:** Hunter Walker, County Administrator

**From:** Ronald Hixson, Environmental Manager

**Thru:** Roger Blaylock, P.E., County Engineer

**Date:** August 27, 2015

**Re:** Annual Topographic Survey and Remaining Capacity Calculations for Central Landfill

A handwritten signature in black ink, appearing to read "Rog", is written over the "Thru:" line.

---

**Situation:**

Florida Administrative Code Chapter 62-701, Solid Waste Management Facilities and Central Landfill's Operations Permit requires an estimate of remaining disposal capacity, in cubic yards, and life of the Class I landfill be submitted to the FDEP annually. The estimates must include the active Class 1 disposal area as well as any permitted areas not yet constructed.

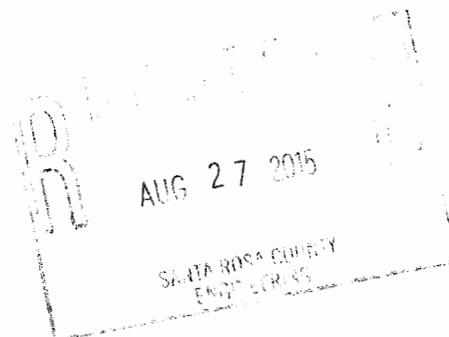
**Finding:**

The Environmental Department has utilized SCS Engineers for several years to conduct an aerial topographic survey and perform the required calculation to determine the remaining life and disposal capacity. Determination of the remaining life and disposal capacity requires the comparison of the new aerial survey with survey data from preceding years. SCS Engineers has retained each year's aerial topographic survey and data and is able to provide the service at a reasonable cost.

The aerial survey has been expanded this year to include the current Class III disposal area and planned Class III expansion areas to support the development of the county's 10 year solid waste plan.

**Recommendation:**

That the Board of County Commissioners approve the payment of \$17,500.00 to SCS Engineers to provide an aerial topographic survey of Central Landfill Class I and Class III disposal areas to complete the annual remaining life calculations for submission to FDEP.



**CLASS I - CENTRAL LANDFILL  
TASK ORDER TASK ORDER 15-02**

**Topographic Survey of the  
Central Landfill  
Santa Rosa County, Florida**

**TO INCLUDE**

Aerial photography and digital mapping of the above referenced project. The project area to be mapped is outlined in red on the Google Earth map sent previously. The area to be mapped has been expanded from the previous +/- 66 acres to 250 acres in order to include those areas of interest for the Class I disposal areas and the Class III disposal area. This information once received will be used to prepare drawings and calculations for the potential remaining life of the disposal units and to be the basis of the expanded design for potential alternatives for development of the landfill.

THIS AMENDED TASK ORDER IS ISSUED PURSUANT TO THE STANDARD MASTER AGREEMENT FOR PROFESSIONAL SERVICES DATED AUGUST 8, 2011 (AGREEMENT) AS AMENDED JULY 10, 2014, BETWEEN THE SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS AND SCS ENGINEERING, INC. WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO CLASS I CENTRAL LANDFILL.

**UNDERSTANDING OF THE PROJECT**

The most recent aerial topographic survey of the Central Landfill was conducted on December 13, 2014. The new flight will be scheduled upon receipt of the notice to proceed from the County.

**SCOPE OF SERVICES**

New color digital vertical photography of the project area will be conducted through use of a digital camera. This camera is also equipped with forward motion compensation (FMC) and a gyro-stabilized suspension mount. All mapping photography will be flown with a 60% forward overlap and will not contain excessive tip, tilt, crab or cloud cover.

Since some of the areas to be mapped have not been part of the routine annual flight. Therefore: control surveys will be conducted by Gulf Coast Professional Surveying, LLC located in Panama City Beach to establish necessary establishing and flagging of the points to allow for development of the location and elevations of the site. Datum as in previous surveys will be on NAD-83 (1990 adjustment) and NAVD 1988 for the vertical.

Using first order softcopy stereo plotting stations, a topographic digital mapping of the selected project corridor will be provided. Map scale will be 1"=200'. Visible planimetric features collected will include but not be limited to the following:

Roof outlines of buildings and other major structures, edge of pavement, parking lots, dirt roads and drives, trails, sidewalks, tanks, fences and walls, utility poles, manholes, monitor wells and stations, storm drainage structures, shorelines, ditches, streams, outlines of apparent wetlands, trees, bridges and other features.

Contours at a 1' interval will be generated from a digital terrain model produced from collected breakline and spot elevation data.

A CAD Edit will be performed to verify and confirm the database contents and layering structure. Selected spot elevations will be stored in a separate layer and published to accurately depict changes in relief on tops, bottoms, saddles, flat areas and depressions. Index contours will be labeled. To assure completeness a final quality control review will be performed by a Florida Registered Surveyor and Mapper.

In the area to be contoured, if the ground is obscured by dense vegetation or shadow the contours will be dashed to indicate they do not meet the accuracy standards for the mapping contour interval.

Translation and delivery of the database will be on CD ROM in AutoCAD version 2000. Two data sets will be delivered. One set will contain the planimetric features, 1' contours and spots elevations. The second data set will contain the DTM used to generate the contours. This will be delivered as breaklines and spot elevations. All vertical data will be 3 dimensional.

A color digital orthophoto mosaic will be produced at 1"=200' for the project area. The imagery will be ortho rectified using the DTM data out to the mapping limits. The ortho image will have a pixel size of 0.5 foot. All will be delivered on CD Rom in .tif format along with an associated .tfw file for geo-referencing

### **Accuracy**

The mapping will meet or exceed the requirements of the State of Florida Minimum Technical Standards set forth in Chapter 61G17-6. Signed and sealed map reports will be sent after the mapping has been completed.

### **Deliverables**

- Digital Mapping at 1"=200' with 1' contours in AutoCAD 2000 on CD ROM.
- Terrain data used to generate the contours in AutoCAD 2000 on CD ROM
- MTS Survey and Map Report for both Digital Mapping and Control Surveys
- Color digital orthophoto mosaic

### **SCHEDULE**

Upon issuance of this task order, SCS will coordinate schedules to initiate the work as soon as possible, weather permitting.

FEE for Aerial Survey 2015 on a lump sum basis \$17,500.00	\$17,500.00
PERIOD OF SERVICE	
AUTHORIZATION TO PROCEED	
TERMINATION OF TASK ORDER	
<b>AUTHORIZED REPRESENTATIVES</b>	
For Santa Rosa County	For SCS Engineers
Signature	Signature <i>C. Ed Hilton, Jr.</i>
Printed Name:	Printed Name: C. Ed Hilton, Jr. P.E.
Address: 6495 Carolina St., Suite M, Milton, FL 32570	Address: 4041 Park Oaks Blvd, Suite 100 Tampa, FL 33610
Telephone: 850.983.1877	Telephone: 813.621.0080
ATTEST:	



**SANTA ROSA COUNTY ENGINEERING  
ENVIRONMENTAL DEPARTMENT**

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

**Roger A. Blaylock, P.E.  
County Engineer**

**Jerrel Anderson, P.E.  
Environmental Manager**

## Memo

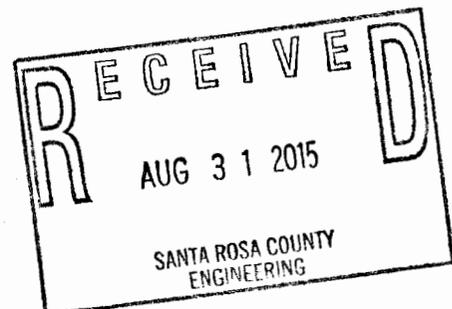
**To:** Hunter Walker, County Administrator  
**From:** Ron Hixson, Environmental Manager *RH*  
**Thru:** Roger Blaylock, P.E., County Engineer  
**Date:** August 31, 2015  
**Re:** Certified Mosquito Contract 2015/2016

---

Attached please find the contractual agreement between the Department of Agriculture and Consumer Services and the Santa Rosa County Board of County Commissioners. The intent of the contract is to specify proper expenditures of State Mosquito Control funds as well as reporting procedures.

There are two original contracts enclosed, please return one original to the Environmental Department to mail to Tallahassee in keeping with their required timeline.

RH/am





ADAM H. PUTNAM  
COMMISSIONER

**FDACS CONTRACT #  
022295**

Florida Department of Agriculture and Consumer Services  
Division of Administration

**MOSQUITO CONTROL CONTRACTUAL SERVICES AGREEMENT**

This AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 2015 by and between the DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, State of Florida, the DEPARTMENT, and Santa Rosa County acting on behalf of Santa Rosa County Mosquito Control, the CONTRACTOR.

CONTRACT PERIOD: October 1, 2015 to September 15, 2016 .

When state funds are involved, it is the duty of the Department to guide, review, approve, and coordinate the activities of all county governments and special districts receiving state funds in furtherance of the goal of integrated mosquito control.

The CONTRACTOR agrees to provide the following services including the tasks required to be performed:

Comply with the requirements of Chapter 388, Florida Statutes, Section 215.97, Florida Statutes, and Chapter 5E-13, Florida Administrative Code to conduct arthropod/mosquito control.

The CONTRACTOR must provide the following quantifiable, measureable, and verifiable units of Deliverables (Deliverable) which must be received and accepted in writing by the Contract Manager before payment. These deliverables are directly related to the Scope of Work specifying minimum levels of service to be performed and criteria for evaluating the successful completion of each deliverable.

- A. Two copies of the CONTRACTOR's operational work plan on form, "Operational Work Plan for Mosquito Control", (FDACS-13666, Rev. 07/13) and detailed work plan on form, "Detailed Work Plan Budget - Arthropod Control", (FDACS-13623, Rev. 07/13), shall be submitted to the DEPARTMENT not later than July 15, 2015 as part of the application / re-application process for state aid for fiscal year 2015-2016.
- (1) A record and inventory of property owned by CONTRACTOR shall be maintained in accordance with Section 274.02, Florida Statutes, and recorded on the form, "Operational Work Plan for Mosquito Control", (FDACS-13666, Rev. 07/13).
  - (2) The detailed work plan budget submitted shall classify proposed expenditure accounts on an object/sub-object code budgetary level (i.e. 60 - Capital Outlay / 61 - Land, 62 - Buildings, 63 - Infrastructure or 64 - Machinery and Equipment). Any remaining state or local funds budgeted for the control of mosquitoes in a fiscal shall be estimated and re-

budgeted for such control measures the following fiscal year on the CONTRACTOR's detailed work plan budget.

- B. Two notarized (certified) copies of the CONTRACTOR's certified budget on the form, "Annual Certified Budget for Arthropod Control", (FDACS-13617, Rev. 07/13), shall be submitted to the DEPARTMENT by September 30, 2015. If any changes are made to the Annual Certified Budget for Arthropod Control, a budget amendment on the form, "Arthropod Control Budget Amendment", (FDACS-13613, Rev. 07/13), must be submitted to the DEPARTMENT.
  - (1) State and local funds budgeted for the control of mosquitoes shall be carried over at the end of CONTRACTOR's fiscal year, and re-budgeted for such control measures the following fiscal year.
  - (2) No State funds may be placed in a reserve account.
- C. Budget amendments on the form, "Arthropod Control Budget Amendment", (FDACS-13613, Rev. 07/13), shall be prepared and submitted to the DEPARTMENT prior to over-expending funds in any account or expending funds in nonbudgeted accounts. Budget amendments must be explained by an accompanying request for approval of the changes to be made in the detailed budget. DEPARTMENT approval of the amendment(s) must be received before such expenditures are made.
- D. Submit a monthly financial report to the DEPARTMENT on the form, "Mosquito Control Monthly Report" for State Funds, (FDACS-13650, Rev. 07/13). CONTRACTOR shall submit its monthly financial report to the DEPARTMENT not later than thirty (30) days after the end of each month (October through August reports). September financial reports shall be submitted to the DEPARTMENT not later than sixty (60) days after close of each fiscal year. Copies of reports shall be signed or attested by the program director or person responsible for administration of the program and funds.
- E. Submit a monthly financial report to the DEPARTMENT on the form, "Mosquito Control Monthly Report" for Local Funds, (FDACS-13663, Rev. 07/13). The CONTRACTOR shall submit its monthly financial report to the DEPARTMENT not later than thirty (30) days after the end of each month (October through August reports). September financial reports shall be submitted to the DEPARTMENT not later than sixty (60) days after close of each fiscal year. Copies of reports shall be signed or attested by the program director or person responsible for administration of the program and funds.
- F. Submit supporting documentation (i.e. receipts, travel vouchers, meeting agendas, invoices, etc) with date specified for costs incurred in accordance with the form, "Mosquito Control Monthly Report" for State Funds, (FDACS-13650, Rev. 07/13) and the form, "Mosquito Control Monthly Report" for Local Funds, (FDACS-13663, Rev. 07/13).

- G. Submit a monthly pesticide activity report to the DEPARTMENT on the form, "Mosquito Control Monthly Activity Report", (FDACS-13652, Rev. 07/13). The CONTRACTOR shall submit its monthly pesticide activity report to the DEPARTMENT not later than thirty (30) days after the end of each month. If there is no activity in any given month, the CONTRACTOR shall continue to submit monthly reports of accomplishments on the prescribed form to the DEPARTMENT not later than thirty (30) days after the end of each month (e.g. October reports are due by December 1st) stating "NO ACTIVITY".
- H. If the CONTRACTOR decides to withdraw from participation in state matching funds under Chapter 388, F.S., the CONTRACTOR shall continue to submit reports referenced until funds received under this program are exhausted.
- I. State funds received by CONTRACTOR shall be deposited in a separate depository account from local funds received. Disbursements shall be made on pre-numbered checks or warrants drawn on the separate depository account from the local funds. Local and state funds shall be deposited in banks designated as depositories of public funds in accordance with provisions of Section 658.60, Florida Statutes. The CONTRACTOR shall provide proof of the separate depository accounts with the monthly reports.
- J. All purchases of supplies, materials and equipment by CONTRACTOR shall be made in accordance with the laws governing purchases by boards of county commissioners, except that districts with special laws relative to competitive bidding shall make purchases in accordance therewith.
- K. All funds, supplies, and services released to the CONTRACTOR shall be used exclusively for an integrated program that provides a combination of mosquito control, source reduction measures, public education, personnel training and certification, mosquito population surveillance, larvicides, adulticides, equipment, and alerts as approved by the DEPARTMENT.
- L. State funds shall be payable quarterly, in accordance with the rules of the DEPARTMENT, upon requisition by the DEPARTMENT to the Chief Financial Officer. The DEPARTMENT is authorized to furnish insecticides, chemicals, materials, equipment, vehicles, and personnel in lieu of state funds where mass purchasing may save funds for the state, or where it would be more practical and economical to use equipment, supplies, and services between two or more counties or districts.
- M. All equipment purchased pursuant to Chapter 388, Florida Statutes, with state funds made available directly to CONTRACTOR shall become the property of the CONTRACTOR unless otherwise provided, and may be traded in on other equipment, or sold, when no longer needed by the county or district.
- N. Surplus property shall be disposed of according to the provisions set forth in Section 274.05, Florida Statutes, with the following exceptions: Serviceable equipment no longer needed by CONTRACTOR shall first be offered to any

or all other counties or districts engaged in mosquito control at a price established by the board of commissioners owning the equipment. If no acceptable offer is received within two weeks, the equipment shall be offered to such other governmental units or private nonprofit agencies as provided in Section 274.05, Florida Statutes.

- O. The alternative procedure for disposal of surplus property, as prescribed in Section 274.06, Florida Statutes, shall be followed if it has been determined no other county, district, governmental unit, or private nonprofit agency has need for the equipment.
- P. All proceeds from the sale of any real or tangible personal property owned by CONTRACTOR shall be deposited in the county or district mosquito control state fund account unless otherwise specifically designated by the DEPARTMENT.
- Q. If CONTRACTOR is carrying out programs for the control of mosquitoes involving the expenditure of state funds, then it shall set up and maintain books and records under a method approved by the Auditor General and be subject to audit by same as provided herein.
- R. State funds, supplies, and services shall be made available to CONTRACTOR by and through the DEPARTMENT immediately upon release of funds by the Executive Office of the Governor. Following the determination of funds available, if necessary, the DEPARTMENT shall make an adjustment in amounts of money payable to CONTRACTOR in the last three (3) quarters of the current fiscal year. CONTRACTOR shall be notified of the amount payable to them and if necessary shall amend amounts of state funds budgeted.
- S. The DEPARTMENT, upon notifying CONTRACTOR and obtaining its approval, is authorized to transfer equipment, materials, and personnel from one district to another in the event of an emergency brought about by an arthropod borne epidemic or other disaster requiring emergency control.
- T. Audits conducted pursuant to Section 215.97, Florida Statutes shall be: (1) performed annually, and (2) conducted by independent auditors in accordance with auditing standards as stated in rules of the Auditor General.
- U. Execution of this contract shall serve as CONTRACTOR's acknowledgment that it is subject to Section 215.97, Florida Statutes, and regardless of the amount of state financial assistance received, the provisions of Section 215.97, Florida Statutes, do not exempt the CONTRACTOR, as a nonstate entity, from compliance with provisions of law relating to maintaining records concerning state financial assistance or from allowing access and examination of those records by the state awarding agency, the Chief Financial Officer, or the Auditor General.
- V. This Agreement shall be executed and returned to the Department not later than October 1, 2015.

Intellectual property is subject to the following additional provisions:

- A. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this contract shall become the exclusive property of the DEPARTMENT and may be copyrighted, patented or otherwise restricted as provided by Florida or federal law. Neither the CONTRACTOR nor any individual employed under this contract shall have any proprietary interest in the product.
- B. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the DEPARTMENT.
- C. In the event it is determined as a matter of law that any such work is not a "work for hire," CONTRACTOR shall immediately assign to the DEPARTMENT all copyrights subsisting therein for the consideration set forth in the contract and with no additional compensation.
- D. The foregoing shall not apply to any preexisting software, or other work of authorship used by CONTRACTOR to create a Deliverable but which exists as work independent of the Deliverable, unless the preexisting software or work was developed by CONTRACTOR pursuant to a previous Contract with the DEPARTMENT or a purchase by the DEPARTMENT under a State Term Contract.

The DEPARTMENT agrees to provide the following services:           N/A          

The Department of Management Services' designated United Nations Standard Products and Services Code (UNSPSC) is:           85111704          

The DEPARTMENT will pay the CONTRACTOR in arrears as follows:

An amount not to exceed \$ 31,540 payable in equal quarterly installments upon receipt of required reports submitted to the DEPARTMENT within statutory deadlines. Failure to comply with Chapter 388, Florida Statutes, Chapter 5E-13, Florida Administrative Code and this Agreement may result in loss or termination of funds and/or state approval certification.

Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the State for travel expenses. Authorization for travel expenses must be specified in the paragraph for payments directly above.

Bills for services shall be submitted to the DEPARTMENT, Stacey Reese, Agricultural Environmental Services, Mosquito Control Program, 3125 Conner Blvd, Bldg

6, Tallahassee, Florida 32399-1650, in detail sufficient for a proper pre-audit and post-audit thereof.

Section 215.422, Florida Statutes, provides that agencies have five (5) working days to inspect and approve goods and services, unless bid specifications or the purchase order specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Chief Financial Officer pursuant to Section 55.03, Florida Statutes, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at (850) 617-7200 or Purchasing Office at (850) 617-7181.

Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, and the daily interest rate is .03333 percent.

Transaction Fee: CONTRACTOR shall be pre-qualified as meeting mandatory requirements and qualifications and shall remit fees pursuant to section 287.057(22), F.S., and any rules implementing section 287.057, F.S.

Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services' Hotline, 1-877-693-5236.

The DEPARTMENT may make partial payments to the CONTRACTOR upon partial delivery of services when a request for such partial payment is made by the CONTRACTOR and approved by the DEPARTMENT.

This contract may be cancelled by either party giving 30 days written notice.

The DEPARTMENT may terminate this contract at any time in the event of the default or failure of the CONTRACTOR to fulfill any of its obligations hereunder. Prior to the exercise of any remedy provided for herein, the DEPARTMENT shall provide thirty (30) calendar days written notice of default and shall provide the CONTRACTOR the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the DEPARTMENT shall have all rights and remedies provided at law or in equity, including without limitation the following:

- A. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR.
- B. Disallow all or part of the cost of the services not in compliance.
- C. Wholly or partly suspend or terminate this contract.

The DEPARTMENT shall have the right of unilateral cancellation for refusal by the CONTRACTOR to allow public access to all documents, papers, letters, or other material made or received by the CONTRACTOR in conjunction with the contract, unless the records are exempt from s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.

The CONTRACTOR must:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the DEPARTMENT in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the DEPARTMENT provides the records and at a cost that does not exceed the cost provided by the law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the DEPARTMENT all public records in possession of the CONTRACTOR upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the DEPARTMENT in a format that is compatible with the information technology systems of the DEPARTMENT.

Extension of a contract for contractual services shall be in writing for a single period only not to exceed six (6) months and shall be subject to the same terms and conditions set forth in the initial contract. There shall be only one extension of a contract unless the failure to meet the criteria set forth in the contract for completion of the contract is due to events beyond the control of the CONTRACTOR. If initially competitively procured, contracts for contractual services may be renewed on a yearly basis for no more than three (3) years, or for a period no longer than the term of the original contract, whichever period is longer. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. Renewals shall be contingent upon satisfactory performance evaluations by the DEPARTMENT and subject to the availability of funds. Renewal costs may not be charged by the

CONTRACTOR. Exceptional purchase contracts (single source and emergency contracts) pursuant to Section 287.057(3), Florida Statutes, may not be renewed.

It is mutually understood and agreed that this contract is:

- A. Subject to the provisions of Section 287.058, Florida Statutes, and the State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature as provided in Section 287.0582, Florida Statutes.
- B. Subject to the approval of the State Chief Financial Officer (Department of Financial Services).

It is mutually understood and agreed that if this contract disburses grants and aids appropriations, it is:

Subject to the requirements of Section 216.347, Florida Statutes, a state agency, a water management district, or the judicial branch may not authorize or make any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

The following provisions of A through L are not applicable to procurement contracts used to buy goods or services from vendors, but are only applicable to a CONTRACTOR subject to the Florida Single Audit Act.

- A. There are uniform state audit requirements for state financial assistance provided by state agencies to Nonstate entities to carry out state projects in accordance with and subject to requirements of Section 215.97, Florida Statutes (F.S.), which may be applicable to and binding upon Recipient. Nonstate entity means a local governmental entity, nonprofit organization, or for-profit organization that receives state resources. Recipient means a Nonstate entity that receives state financial assistance directly from a state awarding agency.
- B. In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such Recipient, the Recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit 1 to this agreement indicates state financial assistance awarded through this Department

resource by this agreement. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from this Department resource, other state agencies, and other Nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a Nonstate entity for Federal program matching requirements.

- C. Audits conducted pursuant to Section 215.97, F.S., shall be: (1) performed annually, and conducted by independent auditors in accordance with auditing standards as stated in Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- D. Regardless of the amount of the state financial assistance, the provisions of Section 215.97, F.S., do not exempt a Nonstate entity from compliance with provisions of law relating to maintaining records concerning state financial assistance to such Nonstate entity or allowing access and examination of those records by the state awarding agency, the Chief Financial Officer, or the Auditor General.
- E. If the Recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. If the Nonstate entity does not meet the threshold requiring the state single audit, such Nonstate entity must meet terms and conditions specified in this written agreement with the state awarding agency. In the event that the Recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provision of Section 215.97, F.S., the cost of the audit must be paid from the Nonstate entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than state entities).
- F. Each state awarding agency shall:
  - (1) Provide to a Recipient, information needed by the Recipient to comply with the requirements of Section 215.97, F.S.
  - (2) Require the Recipient, as a condition of receiving state financial assistance, to allow the state awarding agency, the Chief Financial Officer, and the Auditor General access to the Recipient's records and the Recipient's independent auditor's working papers as necessary for complying with the requirements of Section 215.97, F.S. The Recipient is required to maintain sufficient records demonstrating its compliance with the terms of this agreement for a period of three

years from the date the audit report is issued, and shall allow the DEPARTMENT or its designee, access to such records upon request.

(3) Notify the Recipient that Section 215.97, F.S., does not limit the authority of the state awarding agency to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state agency Inspector General, the Auditor General, or any other state official.

(4) Be provided by Recipient one copy of each financial reporting package prepared in accordance with the requirements of Section 215.97, F.S. The financial reporting package means the Nonstate entities' financial statements, Schedule of State Financial Assistance, auditor's reports, management letter, auditee's written responses or corrective action plan, correspondence on follow-up of prior years' corrective actions taken, and such other information determined by the Auditor General to be necessary and consistent with the purposes of Section 215.97, F.S. Copies of the financial reporting package required by this agreement shall be submitted by or on behalf of the Recipient directly to each of the following:

(a) The Department of Agriculture  
and Consumer Services  
Division of Administration  
509 Mayo Building  
407 South Calhoun Street  
Tallahassee, Florida 32399-0800

(b) The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

(c) The Division of Agricultural Environmental Services at the following address:

Mosquito Control Program  
3125 Conner Blvd, Bldg 6  
Tallahassee, Florida 32399-1650

G. Any reports, management letters, or other information required to be submitted to the DEPARTMENT pursuant to this agreement shall be submitted timely in accordance with Florida Statutes, and Chapters 10.550

(local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

- H. The Recipient shall maintain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the DEPARTMENT, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the DEPARTMENT, or its designee, Chief Financial Officer, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the DEPARTMENT.
- I. The Recipient shall be required to ensure expenditures of state financial assistance be in compliance with laws, rules, and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures (DFS).
- J. The Recipient agrees that this agreement may be charged only with allowable costs resulting from obligations incurred during the term of this agreement.
- K. The Recipient agrees that any balances of unobligated cash that have been advanced or paid that is not authorized to be retained for direct program costs in a subsequent period must be refunded to the state.
- L. In accordance with Section 215.971, F.S., for an agency agreement that provides state financial assistance to a Recipient or Subrecipient, as those terms are defined in s. 215.97, or that provides federal financial assistance to a Subrecipient, as defined by applicable United States Office of Management and Budget circulars, the agreement shall include:
  - a. A provision specifying a scope of work that clearly establishes the tasks that the Recipient or Subrecipient is required to perform; and
  - b. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

The following provisions of A through I are applicable regarding the administration of resources provided by the DEPARTMENT to the Recipient of Federal Funds. Those provisions are applicable if the Recipient is a state or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

- A. In the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit 1 to this agreement indicates Federal resources awarded through the DEPARTMENT by this agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the DEPARTMENT. The determination of amounts of federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with provisions of OMB Circular A-133, as revised, will meet these requirements.
- B. In connection with these audit requirements, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
- C. If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Recipient resources obtained from other than Federal entities).
- D. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by this agreement shall be submitted when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the Recipient directly to each of the following:
- (a) The Department of Agriculture  
and Consumer Services  
Division of Administration  
509 Mayo Building - 407 South Calhoun Street  
Tallahassee, Florida 32399-0800
  - (b) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse) at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

- (c) Other federal agencies and pass-through entities in accordance with Sections .320(c) and (f), OMB Circular A-133, as revised.
  
- E. Pursuant to Section .320(f), OMB Circular A-133, as revised, the Recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letter issued by the Auditor, to the DEPARTMENT at the following address:  

The Department of Agriculture  
and Consumer Services  
509 Mayo Building  
407 South Calhoun Street  
Tallahassee, Florida 32399-0800
  
- F. Any reports, management letters, or other information required to be submitted to the DEPARTMENT pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, as revised.
  
- G. Recipients, when submitting financial reporting packages to the DEPARTMENT for audits done in accordance with OMB Circular A-133, as revised, should indicate the date that the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.
  
- H. The Recipient shall maintain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the DEPARTMENT or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the DEPARTMENT, or its designee, Chief Financial Officer, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the DEPARTMENT.
  
- I. In accordance with Section 215.971, F.S., for an agency agreement that provides state financial assistance to a Recipient or Subrecipient, as those terms are defined in s. 215.97, or that provides federal financial assistance to a Subrecipient, as defined by applicable United States Office of Management and Budget circulars, the agreement shall include:

- a. A provision specifying a scope of work that clearly establishes the tasks that the Recipient or Subrecipient is required to perform; and
- b. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

A CONTRACTOR who is a recipient or subrecipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the contract period. Any balance of unobligated funds which has been advanced or paid must be refunded to the DEPARTMENT. Any funds paid in excess of the amount to which the CONTRACTOR is entitled under the terms and conditions of this contract must be refunded to the DEPARTMENT.

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, in accordance with Section 287.042, Florida Statutes, this contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned. Available products, pricing and delivery information may be obtained by contacting: RESPECT of Florida, 2475 Apalachee Parkway, Suite 205, Tallahassee, Florida 32301-4946, telephone number (850) 877-4816 and fax number (850) 942-7832.

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, in accordance with Section 287.095(3), Florida Statutes, this contract shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in Section 946.515(2) and (4), Florida Statutes; and for the purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the DEPARTMENT insofar as dealings with such corporation are concerned. The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises, Incorporated. Available products, pricing and delivery schedules may be obtained by contacting: PRIDE of Florida, 12425 28<sup>th</sup> Street North, 3<sup>rd</sup> Floor, St. Petersburg, Florida 33716, telephone number (727) 572-1987.

The CONTRACTOR is informed that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a

bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The CONTRACTOR shall not discriminate on the basis of race, sex, religion, color, national origin, age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).

The CONTRACTOR is informed that the employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the CONTRACTOR knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

The CONTRACTOR is informed that an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

In the event that two or more documents combine to form this agreement between the parties, including future amendments and addenda, and in the event that there are contradictory or conflicting clauses or requirements in these documents, the provisions of the document(s) prepared by the DEPARTMENT shall be controlling.

All contracts entered into by the DEPARTMENT or any Division or Bureau thereof, are and shall be controlled by Florida law, contrary provisions notwithstanding.

In the event that any clause or requirement of this agreement is contradictory to, or conflicts with the requirements of Florida law, including, but not limited to requirements regarding contracts with Florida's governmental agencies, the offending clause or requirement shall be without force and effect and the requirements of the Florida Statutes and rules promulgated thereunder on the same subject shall substitute for that clause or requirement and be binding on all parties to this contract.

The Contract Manager for the DEPARTMENT is Stacey Reese, Agricultural Environmental Services, Mosquito Control Program, 3125 Conner Blvd, Bldg 6, Tallahassee, Florida 32399-1650.

The Contract Manager for the CONTRACTOR is Keith Hussey, Director and is located at 6065 Old Bagdad Highway, Milton, FL 32583.

Signed by parties to this agreement:

FLORIDA DEPARTMENT OF  
AGRICULTURE AND CONSUMER  
SERVICES

CONTRACTOR  
Santa Rosa County



\_\_\_\_\_  
Signature  
D. Alan Edwards  
Director of Administration

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

8-24-15

\_\_\_\_\_  
Date

**EXHIBIT - 1**

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

*NOTE: If the resources awarded to the recipient for matching represent more than one Federal program, provide the same information shown below for each Federal program and show the total State resources awarded for matching.*

*Federal Program (list Federal agency, Catalog of Federal Domestic Assistance title and number) – \$ (amount)*

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

*NOTE: If the resources awarded to the recipient represent more than one State project, provide the same information shown below for each State project and show total state financial assistance awarded that is subject to Section 215.97, Florida Statutes.*

State Project (list State awarding agency, Catalog of State Financial Assistance title and number) –

**Florida Department of Agriculture and Consumer Services, Mosquito Control, CSFA: 42.003 -  
\$ 31,540**

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**Chapter 388, F.S. and Rule Chapter 5E-13, F.A.C.**

*NOTE: List applicable compliance requirements in the same manner as illustrated above for Federal resources. For matching resources provided by the Department of "ABC" for Federal programs, the requirements might be similar to the requirements for the applicable Federal programs. Also, to the extent that different requirements pertain to different amounts of the non-Federal resources, there may be more than one grouping (i.e., 1, 2, 3, etc.) listed under this category.*

*NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the recipient.*

DFS-A2-CL  
July 2005  
Rule 691-5.006, FAC



**SANTA ROSA COUNTY ENGINEERING  
ENVIRONMENTAL DEPARTMENT**  
6065 Old Bagdad Highway  
Milton, FL 32583  
[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

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

**To:** Hunter Walker, County Administrator  
**From:** Ronald Hixson, Environmental Manager *RCH*  
**Thru:** Roger Blaylock, P.E., County Engineer  
**Date:** September 2, 2015  
**Re:** CENTRAL LANDFILL PHASE IV, CELL C, CONSTRUCTION SERVICES

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**Situation:**

The Santa Rosa County Environmental Office prepared a Request for Construction Services for Central Landfill Phase IV Cell C construction. Two bids were received and opened on August 18, 2015 and are listed below:

- |  |                |
|--|----------------|
| 1. Atlantis Commercial Group<br>271-A Farr Road<br>Tyrone, GA 30290              | \$2,357,037.86 |
| 2. Gulf Coast Utility Contractors, LLC<br>P.O. Box 8170<br>Panama City, FL 32409 | \$3,047,826.60 |

The BID submittals were reviewed by staff and Geosyntec Consultants, engineer of record for the cell design.

Engineer's Opinion of Probable Construction Cost	\$2,255,900.00
Engineer's Recommendation:	Atlantis Commercial Group

**Recommendation:**

That the Board of County Commissioners approves the BID from Atlantis Commercial Group for construction of the Central Landfill Phase IV, Cell C, Class I Municipal Solid Waste Disposal Cell at a cost of \$2,357,037.86 as the lowest cost most responsible bidder.

Central Landfill Phase IV Cell C Construction Services  
BID Responses

BIDDER	ADDRESS	CONTACT	BID
ATLANTIS COMMERCIAL GROUP	271-A FARR ROAD TYRONE, GA 30209	HEATH COLVIN	\$2,357,037.86
GULF COAST UTILITY CONTRACTORS LLC	PO BOX 8170 PANAMA CITY, FL 32409	MIKE SWEARINGTION	\$3,047,826.60

31 August 2015

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

**Subject: Contractor Recommendation  
Central Landfill Cell C Construction  
Santa Rosa County, Florida**

Dear Mr. Hixson:

Geosyntec Consultants, Inc. (Geosyntec) prepared this letter to provide the Santa Rosa County Environmental Department (SRCED) the results of an evaluation of Atlantis Commercial Group's (Atlantis') qualifications for the construction of Cell C (Project) at the Central Landfill facility in Milton, Santa Rosa County, Florida. This evaluation is a step in the procurement process undertaken by the SRCED to review the qualifications of the most cost-effective, qualified contractor to carry out the Project, and was requested by Mr. Ron Hixson, Environmental Manager of SRCED. The remainder of this letter presents a brief summary of Geosyntec's evaluation of Atlantis' qualifications (namely past project experience and personnel resumes), and qualifications of Atlantis' proposed subcontractors.

Geosyntec reviewed the following information provided by Atlantis via email to the SRCED on 24 August 2015:

- Atlantis past project list and references.
- Atlantis resumes for key project personnel (Brett Davenport and Larry Kirkland).
- National Lining Systems, Inc. (NLS) (proposed subcontractor for geosynthetics installation) project list and experience statement.
- Gallet & Associates, Inc. (Terracon) (proposed subcontractor for geotechnical testing) company profile and statement of qualifications.
- Bateman Civil Survey Company (BCSC) (proposed surveyor) qualifications.

The resumes for key personnel proposed by Atlantis for the Project appear to demonstrate significant experience with construction of landfill cells and projects involving similar construction elements (e.g., plastic piping, earthwork, etc.). The proposed subcontractor for geosynthetic installation, NLS, has demonstrated that it exceeds the qualification requirements of

Cell C Bid Evaluation - Letter of Recommendation.doc

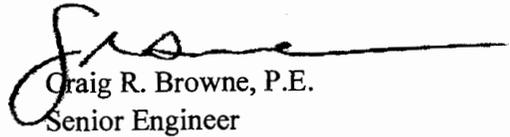
Mr. Ron Hixson  
31 August 2015  
Page 2

Project Technical Specification Section 02770 (Geomembranes), Part 1.04.B. The other proposed subcontractors, including Terracon (for geotechnical testing) and BCSC (for surveying), have documented relevant project experience and appear to be qualified to perform the respective work for the Cell C construction project.

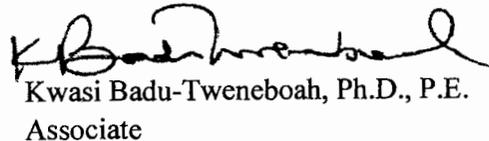
Geosyntec also checked the licensing status of the proposed contractor (Atlantis) and land surveyor (BCSC) through the Florida Department of Business and Professional Regulation and the Florida Department of Agriculture and Consumer Services websites, respectively. Both the contractor and surveyor licenses were active and no complaints were found in the database.

Based on Geosyntec's review of the bid support documentation provided by Atlantis and the proposed subcontractors, it appears that Atlantis and its proposed subcontractors are qualified to perform the Cell C construction. If you or your staff have any questions or need additional information, please feel free to contact the undersigned.

Sincerely,



Craig R. Browne, P.E.  
Senior Engineer



Kwasi Badu-Tweneboah, Ph.D., P.E.  
Associate

Copy to:

Andrew Hill, SRCED



**SANTA ROSA COUNTY ENGINEERING  
ENVIRONMENTAL DEPARTMENT**  
6065 Old Bagdad Highway  
Milton, FL 32583  
[www.santarosa.fl.us](http://www.santarosa.fl.us)

Roger A. Blaylock, P.E.  
County Engineer

Ronald C. Hixson  
Environmental Manager

## Memo

**To:** Hunter Walker, County Administrator

**From:** Ronald Hixson, Environmental Manager *RH*

**Thru:** Roger Blaylock, P.E., County Engineer

**Date:** September 2, 2015

**Re:** WATER QUALITY SAMPLING/ANALYSIS PROPOSAL APPROVAL

---

**Situation:**

The current contract with SCS Engineers to conduct water quality sampling, and support services for the SRC Environmental Departments closed and existing landfills expires in September of 2015. A request for proposals from firms to conduct these services for the Environmental Department advertised on May 30<sup>th</sup>, 2015. Each proposal was opened and read on August 18<sup>th</sup>, 2015.

**Finding:**

Six (6) firms submitted proposals to conduct water quality sampling and support services for the Santa Rosa County Environmental Department. All of the factors listed on the attached documentation were considered when evaluating each proposal. After review the Environmental Department recommends approval of the lowest bidder meeting specifications for semi annual field sampling and laboratory analysis pricing listed in Table 1 of the request for proposal which was Geosyntec Consultants.

**Recommendation:**

The Environmental Department recommends that the SRC BOCC approves Geosyntecs proposal for performing field sampling, and laboratory analysis, for the annual price of \$23,500.00.

## Factors Considered During Proposal Evaluation

- Relevant experience of each firm
- Years of relevant experience of each firm
- Abilities of professional personnel
- Whether firms are certified minority business enterprises
- Local presence
- Choice of subcontractor, if any
- Recent, current, and projected work load
- Staff capabilities
- Experience and knowledge of staff performing similar work within the geographic area (Northwest Florida)

<b>Comparison of Pricing for Annual Field Sampling &amp; Laboratory Analysis</b>	
Company	Proposed Annual Price
GULF COAST ENVIRONMENTAL SERVICES, LLC	\$19,165.00
<b>GEOSYNTEC</b>	<b>\$23,500.00</b>
HSA GOLDEN	\$34,999.00
SCS ENGINEERING	\$53,180.00
TRINITY	\$54,845.98
PSI	\$56,648.00

<b>Summary of Geosyntecs Pricing Breakdown for Annual Field Sampling and Laboratory Analysis</b>	
Landfill	Lump-Sum Price
<b>Central Landfill Class I</b>	<b>\$14,000.00</b>
Semi-Annual Field Sampling	
Semi-Annual Laboratory Analysis	
Compilation/submission of data to County	
<b>Holley Landfill</b>	<b>\$7,000.00</b>
Semi-Annual Field Sampling	
Semi-Annual Laboratory Analysis	
Compilation/submission of data to County	
<b>Santa Rosa Class III Landfill</b>	<b>\$2500.00</b>
Semi-Annual Field Sampling	
Semi-Annual Laboratory Analysis	
Compilation/submission of data to County	
<b>Total ANNUAL Lump Sum Price</b>	<b>\$23,500.00</b>



# SANTA ROSA COUNTY ENGINEERING

SANTA ROSA COUNTY, FLORIDA

6051 OLD BAGDAD HWY., STE. 300

MILTON, FLORIDA 32583

www.santarosa.fl.gov

TO: Roger Blaylock, P.E.

FROM: Chris Phillips, P.E. 

DATE: September 1, 2015

RE: CR184A – Berryhill Road Mill and Resurface

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Bids were received at 10am on September 1, 2015 for the referenced project. Roads, Inc. of NW FL is the low bidder meeting qualifications. The following is a breakdown of the bid amount, amount funded by FDOT through the LAP program, and the remaining amount SRC will have to fund. Also attached is the bid tab for all bids submitted.

Base Bid =	\$1,243,471.07	
Alt #4 (deduct) =	-\$4,140.00	(Haul millings to SRC facility)
LAP Funds =	<u>-\$953,681.00</u>	
<b>SHORTFALL =</b>	<b>\$285,650.07</b>	

Base Bid =	\$1,243,471.07	
Alt. #1 =	\$64,202.00	(Drainage Repairs)
Alt. #2 =	\$71,211.00	(Guardrail Upgrades)
Alt. #3 =	\$1,835.00	(Traffic Sign Upgrades)
Alt. #4 (deduct) =	<u>-\$4,140.00</u>	(Haul millings to SRC facility)
TOTAL PROJECT =	\$1,376,579.07	
LAP Funds =	<u>-\$953,681.00</u>	
<b>SHORTFALL =</b>	<b>\$422,898.07</b>	

In summary, SRC will be expected to fund that amount beyond the LAP funding which will be between \$285,650.07 and \$422,898.07

## CR184A-BERRYHILL ROAD MILL AND RESURFACE

FPID: 429868-1

Bid Opening: SEPTEMBER 1, 2015 10am

Bidder	Roads, Inc. of NW FL	Panhandle Grading and Paving, Inc	Midsouth Paving, Inc.
Base Bid	<b>\$1,234,471.07</b>	\$1,331,524.27	\$1,887,501.84
Alternate Bid Item #1	<b>\$64,202.00</b>	\$61,078.00	\$113,706.00
Alternate Bid Item #2	<b>\$71,211.00</b>	\$84,691.00	\$70,170.00
Alternate Bid Item #3	<b>\$1,835.00</b>	\$2,409.00	\$2,190.00
Alternate Bid Item #4	<b>-\$4,140.00</b>	\$20,700.00	\$8,280.00

Alternate #1 includes drainage repairs/replacement to existing pipe and mitered end sections.

Alternate #2 includes guardrail upgrades on the west end of Pond Creek Bridge to bring them up to current standards.

Alternate #3 includes traffic sign upgrades

Alternate #4 is for the contractor to haul the resulting millings to a nearby SRC storage area for future county use.



September 1, 2015

Santa Rosa County Engineering  
6051 Old Bagdad Hwy #204  
Milton, Fl. 32583

Attn: Roger Blaylock

Dear Roger,

Please extend the previously approved Development Order on Holly Cliff Estates Phase II. As you know there are substantial improvements connecting together Phase I and Phase II that have already been completed and approved by the county based on the previously approved Development Order.

Thank you so much for your consideration.

A handwritten signature in black ink, appearing to read 'Thomas Henry', written in a cursive style.

Thomas Henry



**HOLLEY-CLIFF  
ESTATES  
PHASE I**

**HOLLEY-CLIFF  
ESTATES  
PHASE II**



BRIGADIER RD

PEACOCK DR

MEDICINE BOW ST

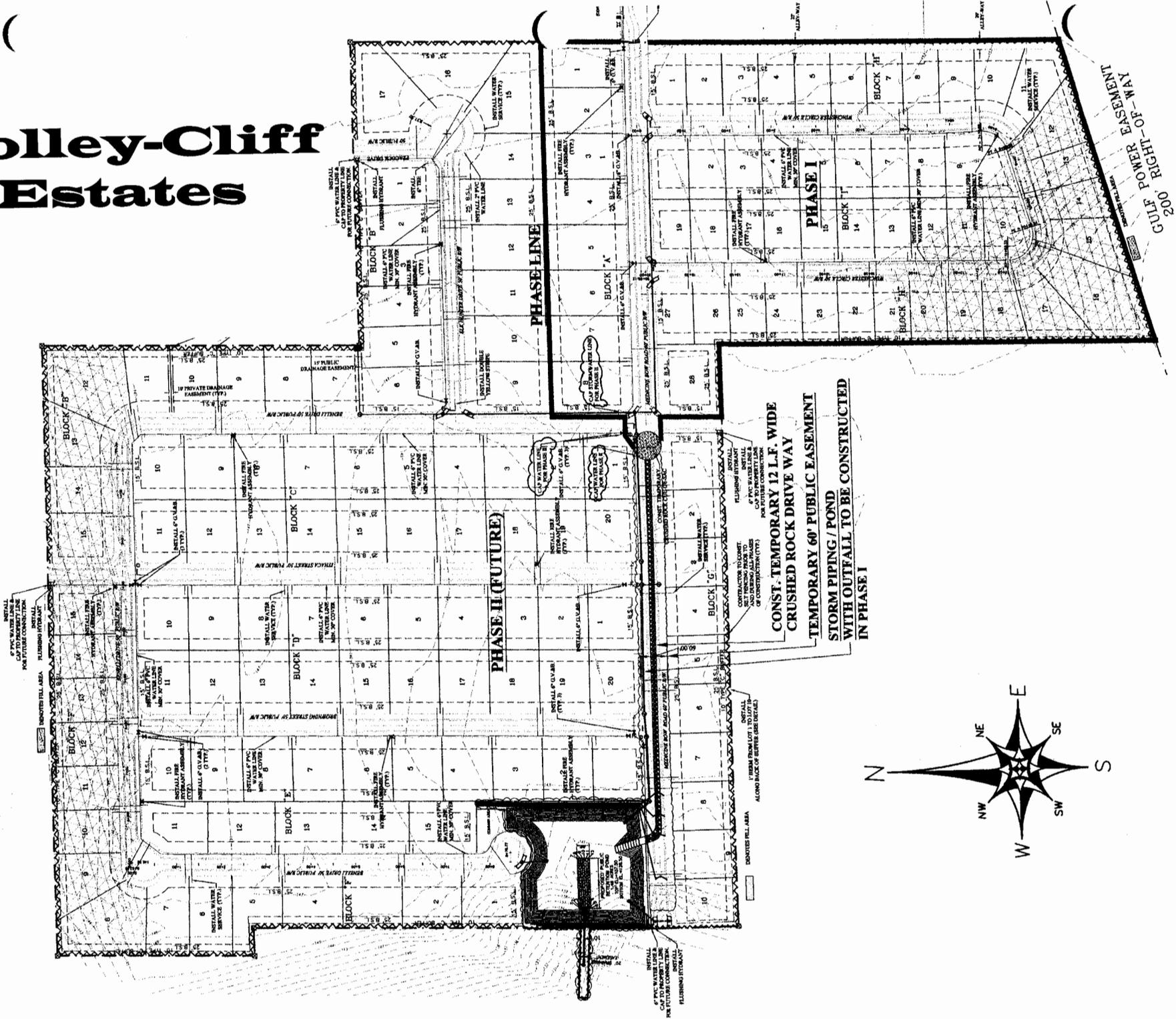
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WINCHESTER CIR

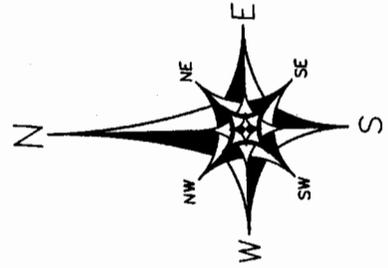
RUNNING DEER RD

GILLETTE DR

# Holley-Cliff Estates



CITY POWER EASEMENT  
RIGHT-OF-WAY



**CONST. TEMPORARY 12 L.F. WIDE  
CRUSHED ROCK DRIVE WAY**

**TEMPORARY 60' PUBLIC EASEMENT  
STORM PIPING / POND  
WITH OUTFALL TO BE CONSTRUCTED  
IN PHASE I**

**PHASE II (FUTURE)**

**PHASE LINE**

**PHASE I**

INSTALL 6" PVC WATER LINE & CAP TO PROPERTY LINE FOR FUTURE CONNECTION

INSTALL 4" PVC WATER LINE & 2" SEWER FOR FUTURE CONNECTION

INSTALL 12" PVC WATER MAIN WITH 3" COVER

INSTALL 6" PVC WATER LINE & CAP TO PROPERTY LINE FOR FUTURE CONNECTION

INSTALL 4" PVC WATER LINE & 2" SEWER FOR FUTURE CONNECTION

INSTALL 12" PVC WATER MAIN WITH 3" COVER

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INSTALL 4" PVC WATER LINE & 2" SEWER FOR FUTURE CONNECTION

INSTALL 12" PVC WATER MAIN WITH 3" COVER

**ASHLEY PLANTATION  
PHASE 5**







# Public Services Committee

**Chaired by:**

J. Williamson and Lynchard

**Meeting:**

September 8, 2015, 9:00 A.M.

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## AGENDA

### Development Services

1. Discussion of the approval of the proposed fee schedule resolution for Inspections and Compliance as discussed by the Board at the August 18<sup>th</sup> and 24<sup>th</sup> budget workshops. The requested effective date is October 1, 2015.
2. Discussion of the approval of the emergency housing repair project located at 4157 Woodville Road, Milton. The total project cost with fees is \$11,357.40, which exceeds the policy limit.
3. Discussion of the approval of the SHIP Annual Report and authorization of the execution of the Certification forms by the chairman and county administrator.

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

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

**SECTION 1.** Pursuant to Section 108 of Ordinance 2006 – 37 the following permit fees are adopted:

<b>BUILDING PERMITS</b>	<b>SINGLE FAMILY DETACHED</b>	<b>ALL OTHER CONSTRUCTION</b>
<b>Step 1- Calculation Based on Under Roof Area</b>		
<b><i>New Construction</i></b>		
First 5,000 sq. ft.	\$9.50 Per Hundred	\$8.75 Per Hundred
Each additional hundred sq. ft. up to 10,000 sq. ft.	\$8.50 Per Hundred	\$7.20 Per Hundred
Each additional hundred sq. ft. up to 25,000 sq. ft.	\$7.00 Per Hundred	\$6.60 Per Hundred
Each additional hundred sq. ft. up to 50,000 sq. ft.	\$5.00 Per Hundred	\$6.00 Per Hundred
Each additional hundred sq. ft. up to 100,000 sq. ft.	\$3.00 Per Hundred	\$5.40 Per Hundred
Each additional hundred sq. ft. over 100,000 sq. ft.	\$2.00 per Hundred	\$2.40 Per Hundred
<b>New Construction Minimum</b>	<b>\$150.00</b>	<b>\$300.00</b>
<b>Cost per inspection trip</b>	<b>\$30.00</b>	<b>\$60.00</b>
<b>Site Permit</b>	<b>\$85.00</b>	
<b>Flood Development Permit if in an A, V or F zone</b>	<b>\$25.00</b>	<b>\$25.00</b>
<b><i>Remodels and Repairs</i></b>		
Estimated Cost for Remodels and Repairs <b>up to \$20,000</b>	\$3.00 Per Thousand	\$2.50 Per Thousand
<b>Over \$20,000</b>	<b>\$1.75 per Thousand</b>	<b>\$2.50 Per Thousand</b>
<b><i>Other Construction</i></b>		
Foundation Only	\$45.00	\$250.00
Roofing Permit New or Re-roof	\$60.00	\$60.00
<b>Special Membrane Roof that requires multiple inspections</b>		<b>\$120.00</b>
Mobile Home Block and Tie Down	\$30.00	\$60.00
Decks, Docks, Seawalls, Retainer Walls, or Boathouses	\$60.00	\$120.00
Demolition	\$30.00	\$60.00
Spa (Hot tub, whirlpool)	\$30.00	\$60.00
Swimming Pools	\$90.00	\$120.00
Antennas (30 feet or more in height)	\$60.00	\$120.00
Parking Lot Restripping (per State requirement)		\$60.00
Wind Turbines	\$60.00	\$120.00
Solar Systems	\$30.00	\$60.00
<b><i>Signs</i></b>		
Ground Signs		
Up to 32 sq.ft.		\$60.00
Over 32 sq.ft.		\$120.00
Building Wall Signs (Signs erected on building)		\$60.00

	Billboards		\$120.00
	Temporary Signs		\$25.00
Step 2-	Plan Check and Re-submittal Fees	½ Base Permit Fee	½ Base Permit Fee
Step 3-	Zoning Fee (For areas not within city limits)	\$15.00	See Planning & Zoning
Step 4-	Administrative Fee	\$25.00	\$25.00
Step 5-	State Surcharge	3% of Base or \$4.00 min	3% of Base or \$4.00 min
Step 6-	Life Safety Fee (Final Inspection)		\$60.00
Step 7-	See Additional Life Safety Fees on pg 4		

## ELECTRICAL PERMITS

	SINGLE FAMILY DETACHED	ALL OTHER CONSTRUCTION	
Step 1-	Administrative Fee	\$20.00	\$10.00
Step 2-	Base Fee		
	Cost per inspection trip	\$30.00	\$60.00
	<b><i>New Construction</i></b>		
	Electrical Wiring Permit up 800 amp (per unit)	\$60.00	\$120.00
	Electrical Wiring Permit over 800 amp	\$120.00	\$240.00
	Electrical Temporary Service Pole	\$30.00	\$60.00
	<b>Multi-Family or Hotel per floor up to 5 units</b>		<b>\$300.00</b>
	additional charge per unit over 5		<b>\$60.00</b>
	Mobile Home Service Pole	\$30.00	\$60.00
	Addition to existing Building outlets only up to 800 amps (per unit)	\$60.00	\$120.00
	Addition to existing Building over 800 amps (per unit)	\$120.00	\$240.00
	Solar System	\$30.00	\$60.00
	Generator		
	1 Inspection Trip	\$30.00	\$60.00
	2 Inspection Trips (Includes Change-out)	\$60.00	\$120.00
	Itinerate Vendor Service Pole		\$60.00
	Swimming Pool	\$60.00	\$120.00
	Temporary Power Release	\$150.00	\$250.00
	Change Out	\$30.00	\$60.00
	Reconnection	\$30.00	\$60.00
	<b><i>Low Voltage</i></b>		
	New security or data devices in new construction	\$35.00	\$45.00
	New security or data devices in existing building (setting devices only)	\$30.00	\$45.00
	Pre-Wire/Trim Out only	\$30.00	\$45.00
Step 3-	Plan Check (When plans are required and submitted separately)		½ Base Permit Fee
Step 4-	State Surcharge	3% of Base or \$4.00 min	3% of Base or \$4.00 min

## GAS PERMITS

	SINGLE FAMILY DETACHED	ALL OTHER CONSTRUCTION	
Step 1-	Administrative Fee	\$20.00	\$10.00
Step 2-	Base Fee		
	Cost per inspection trip	\$30.00	\$60.00
	Fee for New Installation (per unit)	\$60.00	\$120.00
	<b>Multi-Family or Hotel per floor up to 5 units</b>		<b>\$300.00</b>
	additional charge per unit over 5		<b>\$60.00</b>
	Renovation / Repair	\$30.00	\$60.00

	Mobile Home	\$30.00	\$60.00
	Water Heater Change-out	\$30.00	\$60.00
	Generator	\$30.00	\$60.00
	Change out	\$30.00	\$60.00
<b>Step 3-</b>	<b>Plan Check</b> (When plans are required and submitted separately)		½ Base Permit Fee
<b>Step 4-</b>	<b>State Surcharge</b>	3% of Base or \$4.00 min	3% of Base or \$4.00 min

## MECHANICAL PERMITS

		<b>SINGLE FAMILY DETACHED</b>	<b>ALL OTHER CONSTRUCTION</b>
<b>Step 1-</b>	<b>Administrative Fee</b>	\$20.00	\$10.00
<b>Step 2-</b>	<b>Base Fee</b>		
	<b>Cost per inspection trip</b>	<b>\$30.00</b>	<b>\$60.00</b>
	Fee for heating, ventilation, duct, A/C, and refrigeration including repairs, alterations, and additions up to 5 tons	\$60.00	\$120.00
	Each additional ton		\$5.00 Per Ton (\$1,500.00 Max)
	<b>Multi-Family or Hotel per floor up to 5 units additional charge per unit over 5</b>		<b>\$300.00</b> <b>\$60.00</b>
	Commercial Range Hood		\$120.00
	Boilers (per 1,000 BTU)		\$0.06 Per 1000 BTU
	Mobile Home	\$30.00	\$60.00
	Addition to existing Building	\$60.00	\$120.00
	Duct only	\$30.00	\$60.00
	Vent only	\$30.00	\$60.00
<b>Step 3-</b>	<b>Plan Check</b> (When plans are required and submitted separately)		½ Base Permit Fee
<b>Step 4-</b>	<b>State Surcharge</b>	3% of Base or \$4.00 min	3% of Base or \$4.00 min

## PLUMBING PERMITS

		<b>SINGLE FAMILY DETACHED</b>	<b>ALL OTHER CONSTRUCTION</b>
<b>Step 1-</b>	<b>Administrative Fee</b>	\$20.00	\$10.00
<b>Step 2-</b>	<b>Base Fee</b>		
	<b>Cost per inspection trip</b>	<b>\$30.00</b>	<b>\$60.00</b>
	Fee for New Installation up to 15 fixtures	\$90.00 Per Unit	\$180.00 Per Unit
	Each additional fixture > 15		\$3.00 Per Unit (\$1,500.00 max)
	<b>Multi-Family or Hotel per floor up to 5 units additional charge per unit over 5</b>		<b>\$300.00</b> <b>\$60.00</b>
	Addition to existing Building	\$90.00	\$180.00
	Solar System	\$30.00	\$60.00
	Water Heater Change-out	\$30.00	\$60.00
	Each sewer as a separate permit	\$30.00	\$60.00
	Each sewer having to be repaired or replaced	\$30.00	\$60.00
	Installation or repair of water pipe/treatment equip.	\$30.00	\$60.00
	Repair or alteration of drain or vent piping	\$30.00	\$60.00
	Lawn Sprinkler System	\$30.00	\$60.00
	Mobile Home	\$30.00	\$60.00
<b>Step 3-</b>	<b>Plan Check</b> (When plans are required and submitted separately)		½ Base Permit Fee
<b>Step 4-</b>	<b>State Surcharge</b>	3% of Base or \$4.00 min	3% of Base or \$4.00 min

<b>LIFE SAFETY PERMITS</b>		<b>SINGLE FAMILY DETACHED</b>	<b>ALL OTHER CONSTRUCTION</b>
<b>Step 1-</b>	<b>Administrative Fee</b>	\$20.00	\$10.00
<b>Step 2-</b>	<b>Base Fee</b>		
	<b>Cost per inspection trip</b>	<b>\$30.00</b>	<b>\$60.00</b>
	Life Safety Fee		\$60.00
	Life Safety Initial Plan Review Check Fee		1/4 Base Permit Fee
	<b>Fire Suppression (Sprinkler) System Fees</b>		
	Fire Suppression Systems -	\$30.00	\$200.00 Minimum
	Up to (3) floors (Automatic Sprinkler Systems in Buildings)		
	Fire Suppression Systems for Townhouse Construction-		\$60 per unit
	Up to (3) floors (Automatic Sprinkler Systems in Buildings)		
	Each additional floor		\$50.00 Per Floor
	Each individual suppression head	\$1.00 Per Head	\$1.00 Per Head
	Changes/Relocation of Sprinkler Heads ≤ 6 heads	\$30.00	\$60.00
	Each individual suppression head > 6	\$1.00 Per Head	\$1.00 Per Head
	<b>Fire Alarm Permit Fees</b>		
	Fire Alarms - Up to (3) floors	\$30.00	\$150.00 Minimum
	Each additional floor	\$30.00 Per Floor	\$30.00 Per Floor
	Each individual device	\$1.00 Per Device	\$1.00 Per Device
	Fire Alarm Upgrades/Change Outs ≤ 5 devices	\$30.00	\$60.00
	Each individual device > 5	\$1.00 Per Device	\$1.00 Per Device
	Independent Stand Pipe Systems		\$60.00 Per Floor
	Underground Fire Mains		\$60.00
	Fire Hydrant on Fire Mains (each)		\$60.00
	New Tenant Reconnection Fee		\$60.00
	Fireworks Display Inspection		\$150.00
	Tents		\$60.00
	Hood Suppression		\$60.00
<b>Step 3-</b>	<b>Plan Check</b> (When plans are required and submitted separately)	½ Base Permit Fee	½ Base Permit Fee

<b>UTILITY SITE PERMITS</b>		<b>SINGLE FAMILY DETACHED</b>	<b>ALL OTHER CONSTRUCTION</b>
<b>Step 1-</b>	<b>Administrative Fee</b>		\$10.00
<b>Step 2-</b>	<b>Base Fee</b>		
	<b>Cost per inspection trip</b>		<b>\$60.00</b>
	Site System up to 20 devices (manholes, catch basin, storm drains, backflow devices)		\$150.00
	Site System with more than 20 devices		\$300.00
	Fire Hydrant as a separate permit		\$60.00
	Manhole as a separate permit		\$60.00
	Catch Basin as a separate permit		\$60.00
	Backflow Protection Devices as a separate permit		\$60.00
	Storm Drains (each) as a separate permit		\$60.00
<b>Step 3-</b>	<b>Plan Check</b>		½ Base Permit Fee
<b>Step 4-</b>	<b>State Surcharge</b>		3% of Base or \$4.00 min

# COMPETENCY CARD RENEWALS

	FEE
Active Card	\$150.00 Biennial
Inactive Card	\$75.00
Late Charge for Active Cardholders up to 3 months delinquent	\$50.00
Administrative Fee for the Initial registration of Certified or Reciprocated Contractors	\$25.00
Late Charge for Inactive Cardholders up to 3 months delinquent	\$50.00
Reinstatement of Cardholders more than 3 months delinquent	Double Normal Rate
Change of status	\$25.00
Duplicate Competency Card	\$25.00
Letter of Reciprocity	\$25.00
Exam Sponsorship Fee	\$50.00
Letter of Authorization	\$10.00

## MINIMUM PERMIT FEES

	Single Family Detached	ALL OTHER CONSTRUCTION
Building	\$30.00	\$60.00
Electrical	\$30.00	\$60.00
Gas	\$30.00	\$60.00
Mechanical	\$30.00	\$60.00
Plumbing	\$30.00	\$60.00
Outside Site	N/A	\$60.00
Life Safety	\$30.00	\$60.00

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty of triple the basic permit fee.

## OTHER FEES

	SINGLE FAMILY DETACHED	ALL OTHER CONSTRUCTION
After Hours Inspection	\$120.00 Per Inspection	\$160.00 Per Inspection
Final Inspection Only	\$30.00	\$30.00
<b>Consultation or Punch List Inspections</b>	<b>\$30.00</b>	<b>\$60.00</b>
Certificate of Occupancy for Existing Buildings Only	\$30.00	\$60.00
Local Product Approval	\$300.00	\$300.00
Residential Accessory or Agricultural Building Exemption	\$25.00	
Private Driveway Sign (per sign)	\$100 (2 blades)	
Permit Reinstatement Fee	\$30.00 Per Permit	\$60.00 Per Permit
Plan Revision Fee	\$30.00 Per Revision	\$60.00 Per Revision
<b>Report Creation Fee</b>	<b>\$40.00/hour (calculated in 15 min increments)</b>	
<b>Research Fee</b>		<b>\$20.00</b>
<b>Flood Variance Request</b>		<b>\$100.00</b>
<b>Copies</b>	<b>Black &amp; White</b>	<b>Color</b>
Greater than 11 X 17	\$4.00 Per Sheet	
11 X 17	\$0.30 Per Sheet	\$2.00 Per Sheet
Up to 8 1/2 X 14	\$0.15 Per Sheet	\$1.00 Per Sheet
Electronic plans on CD or Jump Drive	\$25.00	\$25.00
<b>Re-Inspection Fee</b>		
1st Offense	No Charge	
2nd Offense	\$60.00	
3rd Offense	\$240.00	

**SECTION 2.** This resolution repeals and replaces Resolution 2010-

**SECTION 3.** The above enacted schedule of fees shall go into effect as of January 1, 2016, and may be modified from time to time by resolutions enacted by the Board of County Commissioners.

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

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

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

**ATTEST:**

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



# Department of Public Services

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



**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Rhonda Royals, Building Official  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** Fee Schedule Modification  
**DATE:** September 8, 2015

## DISCUSSION

Discussion of the approval of the attached amended fee schedule resolution as discussed by the Board at the August 18<sup>th</sup> and 24<sup>th</sup> budget workshops. The requested effective date is October 1, 2015.

## BACKGROUND

The last review of building permit fees was performed in 2006 and the recent review determined that residential fees should be adjusted to more accurately reflect the work effort required and to more closely align to our neighboring counties. Development Services has communicated the potential fee adjustments to our customers via the recent Development Services Newsletter.

## COMPLETION

Upon approval by the Board, Development Services will notify users of the effective date of the revised fee schedule.

**Attached:**  
Proposed Changes  
Fee Resolution

**Animal Services**  
Dale Hamilton  
Director

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

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

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Milton, FL 32583  
(850) 981-7000

**Emergency Management**  
Brad Baker  
Director

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Milton, FL 32583  
(850) 983-5360

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

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**Veterans Services**  
Karen Haworth  
Director

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

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

**Proposed Changes  
For Building Inspection Fees  
9/8/2015**

- Increase the single family detached sub permit administrative fee by \$10 to equal \$20.
- Modify the residential fee schedule to include minimum trip counts for certain permits
  - Example: setting a minimum of 5 inspections for new construction building permits.  
Setting the base minimum at 5\*\$30= \$150.00
- Charge an \$85 fee for site permits on residential lots with new construction that affects drainage.
- Charge a \$25 fee for Flood Development Permits (new construction located in A, V, or F zones).
- Increase the Single Family Detached cost per 100 square feet as follows:

	<b>Single Family Detached</b>	<b>All Other Construction*</b>
First 5,000 sq. ft.	\$6.50 to \$9.50	\$8.75 per hundred
Each additional 100 sq ft up to 10,000 sq ft	\$5.10 to \$8.50	\$7.20 per hundred
Each additional 100 sq ft up to 25,000 sq ft	\$3.85 to \$7.00	\$6.60 per hundred
Each additional 100 sq ft up to 50,000 sq ft	\$2.75 to \$5.00	\$6.00 per hundred
Each additional 100 sq ft up to 100,000 sq ft	\$2.75 to \$3.00	\$5.40 per hundred
Each additional 100 sq ft over 100,000 sq ft	\$2.75 to \$2.00	\$2.40 per hundred

\* Keeping rates the same as current fee schedule.

- Increase the Single Family Detached cost per \$1,000 for remodels/repairs as follows:

	<b>Single Family Detached</b>	<b>All Other Construction*</b>
Up to \$20,000 of Construction Cost	\$3.00 per thousand	\$2.50 Per thousand
Additional Construction Cost over \$20,000	\$1.75 per thousand	\$2.50 Per thousand

\* Keeping rates the same as current fee schedule.

# Santa Rosa County Building Inspection Schedule of Fees

Proposed Fee Resolution 9/8/2015

## BUILDING PERMITS

### SINGLE FAMILY DETACHED

### ALL OTHER CONSTRUCTION

**Step 1- Calculation Based on Under Roof Area**

**New Construction**

First 5,000 sq. ft.	\$9.50 per Hundred	\$8.75 Per Hundred
Each additional hundred sq. ft. up to 10,000 sq. ft.	\$8.50 per Hundred	\$7.20 Per Hundred
Each additional hundred sq. ft. up to 25,000 sq. ft.	\$7.00 per Hundred	\$6.60 Per Hundred
Each additional hundred sq. ft. up to 50,000 sq. ft.	\$5.00 per Hundred	\$6.00 Per Hundred
Each additional hundred sq. ft. up to 100,000 sq. ft.	\$3.00 per Hundred	\$5.40 Per Hundred
Each additional hundred sq. ft. over 100,000 sq. ft.	\$2.00 per Hundred	\$2.40 Per Hundred
New Construction Minimum	\$150.00	\$300.00
Cost per inspection trip	\$30.00	\$60.00
Site Permit	\$85.00	
Flood Development Permit if in an A, V or F zone	\$25.00	\$25.00

**Remodels and Repairs**

Estimated Cost for Remodels and Repairs up to \$20,000	\$3.00 per Thousand	\$2.50 Per Thousand
Over \$20,000	\$1.75 per Thousand	\$2.50 Per Thousand

**Other Construction**

Foundation Only	\$45.00	\$250.00
Roofing Permit New or Re-roof	\$60.00	\$60.00
Special Membrane Roof that requires multiple inspections		\$120.00
Mobile Home Block and Tie Down	\$30.00	\$60.00
Decks, Docks, Seawalls, Retainer Walls, or Boathouses	\$60.00	\$120.00
Demolition	\$30.00	\$60.00
Spa (Hot tub, whirlpool)	\$30.00	\$60.00
Swimming Pools	\$90.00	\$120.00
Antennas (30 feet or more in height)	\$60.00	\$120.00
Parking Lot Restripping (per State requirement)		\$60.00
Wind Turbines	\$60.00	\$120.00
Solar Systems	\$30.00	\$60.00

**Signs**

Ground Signs		
Up to 32 sq.ft.		\$60.00
Over 32 sq.ft.		\$120.00
Building Wall Signs (Signs erected on building)		\$60.00
Billboards		\$120.00
Temporary Signs		\$25.00

**Step 2- Plan Check and Re-submittal Fees**

½ Base Permit Fee

½ Base Permit Fee

**Step 3- Zoning Fee (For areas not within city limits)**

\$15.00

See Planning & Zoning

**Step 4- Administrative Fee**

\$25.00

\$25.00

**Step 5- State Surcharge**

3% of Base or \$4.00 min

3% of Base or \$4.00 min

**Step 6- Life Safety Fee (Final Inspection)**

\$60.00

**Step 7- See Additional Life Safety Fees on pg 4**

# ELECTRICAL PERMITS

	SINGLE FAMILY DETACHED	ALL OTHER CONSTRUCTION
<b>Step 1- Administrative Fee</b>	\$20.00	\$10.00
<b>Step 2- Base Fee</b>		
Cost per inspection trip	\$30.00	\$60.00
<b><u>New Construction</u></b>		
Electrical Wiring Permit up 800 amp (per unit)	\$60.00	\$120.00
Electrical Wiring Permit over 800 amp	\$120.00	\$240.00
Electrical Temporary Service Pole	\$30.00	\$60.00
Multi-Family or Hotel per floor up to 5 units		\$300.00
additional charge per unit over 5		\$60.00
Mobile Home Service Pole	\$30.00	\$60.00
Addition to existing Building outlets only up to 800 amps (per unit)	\$60.00	\$120.00
Addition to existing Building over 800 amps (per unit)	\$120.00	\$240.00
Solar System	\$30.00	\$60.00
Generator		
1 Inspection Trip	\$30.00	\$60.00
2 Inspection Trips (Includes Change-out)	\$60.00	\$120.00
Itinerate Vendor Service Pole		\$60.00
Swimming Pool	\$60.00	\$120.00
Temporary Power Release	\$150.00	\$250.00
Change Out	\$30.00	\$60.00
Reconnection	\$30.00	\$60.00
<b><u>Low Voltage</u></b>		
New security or data devices in new construction	\$35.00	\$45.00
New security or data devices in existing building (setting devices only)	\$30.00	\$45.00
Pre-Wire/Trim Out only	\$30.00	\$45.00
<b>Step 3- Plan Check</b> (When plans are required and submitted separately)		½ Base Permit Fee
<b>Step 4- State Surcharge</b>	3% of Base or \$4.00 min	3% of Base or \$4.00 min

# GAS PERMITS

	SINGLE FAMILY DETACHED	ALL OTHER CONSTRUCTION
<b>Step 1- Administrative Fee</b>	\$20.00	\$10.00
<b>Step 2- Base Fee</b>		
Cost per inspection trip	\$30.00	\$60.00
Fee for New Installation (per unit)	\$60.00	\$120.00
Multi-Family or Hotel per floor up to 5 units		\$300.00
additional charge per unit over 5		\$60.00
Renovation / Repair	\$30.00	\$60.00
Mobile Home	\$30.00	\$60.00
Water Heater Change-out	\$30.00	\$60.00
Generator	\$30.00	\$60.00
Change out	\$30.00	\$60.00
<b>Step 3- Plan Check</b> (When plans are required and submitted separately)		½ Base Permit Fee
<b>Step 4- State Surcharge</b>	3% of Base or \$4.00 min	3% of Base or \$4.00 min

## MECHANICAL PERMITS

	SINGLE FAMILY DETACHED	ALL OTHER CONSTRUCTION
<b>Step 1- Administrative Fee</b>	\$20.00	\$10.00
<b>Step 2- Base Fee</b>		
Cost per inspection trip	\$30.00	\$60.00
Fee for heating, ventilation, duct, A/C, and refrigeration including repairs, alterations, and additions up to 5 tons	\$60.00	\$120.00
Each additional ton		\$5.00 Per Ton (\$1,500.00 Max)
Multi-Family or Hotel per floor up to 5 units additional charge per unit over 5		\$300.00 \$60.00
Commercial Range Hood		\$120.00
Boilers (per 1,000 BTU)		\$0.06 Per 1000 BTU
Mobile Home	\$30.00	\$60.00
Addition to existing Building	\$60.00	\$120.00
Duct only	\$30.00	\$60.00
Vent only	\$30.00	\$60.00
<b>Step 3- Plan Check</b> (When plans are required and submitted separately)		½ Base Permit Fee
<b>Step 4- State Surcharge</b>	3% of Base or \$4.00 min	3% of Base or \$4.00 min

## PLUMBING PERMITS

	SINGLE FAMILY DETACHED	ALL OTHER CONSTRUCTION
<b>Step 1- Administrative Fee</b>	\$20.00	\$10.00
<b>Step 2- Base Fee</b>		
Cost per inspection trip	\$30.00	\$60.00
Fee for New Installation up to 15 fixtures	\$90.00 Per Unit	\$180.00 Per Unit
Each additional fixture > 15		\$3.00 Per Unit (\$1,500.00 max)
Multi-Family or Hotel per floor up to 5 units additional charge per unit over 5		\$300.00 \$60.00
Addition to existing Building	\$90.00	\$180.00
Solar System	\$30.00	\$60.00
Water Heater Change-out	\$30.00	\$60.00
Each sewer as a separate permit	\$30.00	\$60.00
Each sewer having to be repaired or replaced	\$30.00	\$60.00
Installation or repair of water pipe/treatment equip.	\$30.00	\$60.00
Repair or alteration of drain or vent piping	\$30.00	\$60.00
Lawn Sprinkler System	\$30.00	\$60.00
Mobile Home	\$30.00	\$60.00
<b>Step 3- Plan Check</b> (When plans are required and submitted separately)		½ Base Permit Fee
<b>Step 4- State Surcharge</b>	3% of Base or \$4.00 min	3% of Base or \$4.00 min

<b>LIFE SAFETY PERMITS</b>		<b>SINGLE FAMILY DETACHED</b>	<b>ALL OTHER CONSTRUCTION</b>
<b>Step 1-</b>	<b>Administrative Fee</b>	\$20.00	\$10.00
<b>2-</b>	<b>Base Fee</b>		
	Cost per inspection trip	\$30.00	\$60.00
	Life Safety Fee		\$60.00
	Life Safety Initial Plan Review Check Fee		1/4 Base Permit Fee
	<b>Fire Suppression (Sprinkler) System Fees</b>		
	<b>Fire Suppression Systems -</b>	\$30.00	\$200.00 Minimum
	Up to (3) floors (Automatic Sprinkler Systems in Buildings)		
	<b>Fire Suppression Systems for Townhouse Construction-</b>		\$60 per unit
	Up to (3) floors (Automatic Sprinkler Systems in Buildings)		
	Each additional floor		\$50.00 Per Floor
	Each individual suppression head	\$1.00 Per Head	\$1.00 Per Head
	Changes/Relocation of Sprinkler Heads ≤ 6 heads	\$30.00	\$60.00
	Each individual suppression head > 6	\$1.00 Per Head	\$1.00 Per Head
	<b>Fire Alarm Permit Fees</b>		
	Fire Alarms - Up to (3) floors	\$30.00	\$150.00 Minimum
	Each additional floor	\$30.00 Per Floor	\$30.00 Per Floor
	Each individual device	\$1.00 Per Device	\$1.00 Per Device
	Fire Alarm Upgrades/Change Outs ≤ 5 devices	\$30.00	\$60.00
	Each individual device > 5	\$1.00 Per Device	\$1.00 Per Device
	Independent Stand Pipe Systems		\$60.00 Per Floor
	Underground Fire Mains		\$60.00
	Fire Hydrant on Fire Mains (each)		\$60.00
	New Tenant Reconnection Fee		\$60.00
	Fireworks Display Inspection		\$150.00
	Tents		\$60.00
	Hood Suppression		\$60.00
<b>Step 3-</b>	<b>Plan Check</b> (When plans are required and submitted separately)	½ Base Permit Fee	½ Base Permit Fee

<b>UTILITY SITE PERMITS</b>		<b>SINGLE FAMILY DETACHED</b>	<b>ALL OTHER CONSTRUCTION</b>
<b>Step 1-</b>	<b>Administrative Fee</b>		\$10.00
<b>Step 2-</b>	<b>Base Fee</b>		
	Cost per inspection trip		\$60.00
	Site System up to 20 devices (manholes, catch basin, storm drains, backflow devices)		\$150.00
	Site System with more than 20 devices		\$300.00
	Fire Hydrant as a separate permit		\$60.00
	Manhole as a separate permit		\$60.00
	Catch Basin as a separate permit		\$60.00
	Backflow Protection Devices as a separate permit		\$60.00
	Storm Drains (each) as a separate permit		\$60.00
<b>Step 3-</b>	<b>Plan Check</b>		½ Base Permit Fee
<b>Step 4-</b>	<b>State Surcharge</b>		3% of Base or \$4.00 min

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	FEE
Active Card	\$150.00 Biennial
Inactive Card	\$75.00
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MINIMUM PERMIT FEES	Single Family Detached	ALL OTHER CONSTRUCTION
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## OTHER FEES

### SINGLE FAMILY DETACHED

### ALL OTHER CONSTRUCTION

After Hours Inspection	\$120.00 Per Inspection	\$160.00 Per Inspection
Final Inspection Only	\$30.00	\$30.00
Consultation or Punchlist Inspections	\$30.00	\$60.00
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Local Product Approval	\$300.00	\$300.00
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Private Driveway Sign (per sign)	\$100 (2 blades)	
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Report Creation Fee	\$40.00/hour (calculated in 15 min increments)	
Research Fee	\$20.00	
Flood Variance Request	\$100.00	

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### Color

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11 X 17	\$0.30 Per Sheet	\$2.00 Per Sheet
Up to 8 1/2 X 14	\$0.15 Per Sheet	\$1.00 Per Sheet
Electronic plans on CD or Jump Drive	\$25.00	\$25.00

### Re-Inspection Fee

1st Offense	No Charge
2nd Offense	\$60.00
3rd Offense	\$240.00



# Department of Public Services

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



**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Erin Malbeck, Housing Program Coordinator  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** State Housing Initiatives Partnership (SHIP)  
Emergency Repair Project  
4157 Woodville Road, Milton, FL 32583  
**DATE:** September 1, 2015

## RECOMMENDATION

Request approval to award the bid to the lowest bidder, Mike Motes Builders, LLC., along with the approval for the use of funds over the maximum award per unit as described in the Local Housing Assistance Plan for this project

## BACKGROUND

On August 15, 2015, housing staff sent RFP's to five contractors for the installation of new septic system drain lines per Health Department guidelines, installation of a handicap accessible shower stall and toilet for elderly applicant who is having difficulty with mobility. Maximum award amount per unit for Emergency Repair projects is \$10,000.00. Housing staff received one return bid in the amount of \$10,000.00. Housing project fees which include; recording of mortgage, notice of commencement, septic tank pump out, health department permit, add an additional \$1,357.40, bringing the total lien amount to \$11,357.40.

**Animal Services**  
Dale Hamilton  
Director

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

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

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**Veterans Services**  
Karen Haworth  
Director

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Milton, FL 32583  
(850) 981-7155



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

Housing Program

---

**RFP TRANSMITTAL SHEET**

---

DATE: August 15, 2015

TO: Mike Motes Builders, Inc.

PHONE #: 850-626-3471

Email: amotes6912@aol.com

FROM: Erin Malbeck

PHONE #: 981-7092

FAX #: 981-7099

SUBJECT: RFP for Emergency Rehabilitation Services

Number of pages (including cover sheet): 11

Please provide a price quote for the following repair items needed for property located at 4157 Woodville Road, Milton, FL 32583.

Please be sure that the following items are addressed and included within your bid total

<u>Repair Item:</u>	<u>Price for Repair Item:</u>
1. Repair the existing septic system by installation of new drain lines (see attached Health Department Permit)	<u>3900.00</u>
2. Repair plumbing leak in hall bath which leaks into master bath	<u>0 - SEE Appendix #1</u>
3. Replace existing master bath tub/shower unit with handicap accessible shower unit. Install handicap grab bars as required	<u>5500.00</u>
4. Replace existing master bathroom toilet with handicap accessible toilet	<u>600.00</u>

Price Quote for Scope of Work \$ 10,000.00

**\*\* Contractor is to provide a one year warranty for work performed**

## Erin Malbeck

---

**From:** Erin Malbeck  
**Sent:** Friday, August 21, 2015 2:47 PM  
**To:** Erin Malbeck  
**Subject:** Addendum to Scope of Work for 4157 Woodville

Please make the following adjustment to your bid for the Emergency Repair project located at 4157 Woodville Road, Milton, FL 32570;

Remove items #2 "Repair plumbing leak in hall bath which leaks into master bath".

This item has been addressed by homeowner

**REMINDER:** This bid is due August 24, 2015 @ 3:30 pm

## Erin Malbeck

HOUSING PROGRAM COORDINATOR  
6051 OLD BAGDAD HWY, STE 201  
MILTON, FL 32583  
FRONT OFFICE: 850-981-7076  
DIRECT LINE: 850-981-7092  
FAX: 850-981-7099

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

**Santa Rosa County**

SHIP/HOME

0780-5340041 Emergency Repair

DISBURSEMENT SUMMARY

S-ER2015-06

<b>Owner: Barbara C. Green</b>			
<b>850-400-1958</b>	Street Address: 4157 Woodville Road		
	City/St/Zip: Milton, FL 32583		

COMMITMENT DATE: 6/24/2015			
		DATE	CHECK NUM
8/24/2015 Bid Opening	10,000.00		
	10,000.00		

Disbursements		DATE	JE # or CK #
West Florida Title - Title Search	150.00	7/21/2015	135713
Carter & Sons Pump Out	225.00	8/4/2015	135821
Health Departmet Permit	353.00	8/4/2015	135894
Recording Fees: Doc Stamps	\$ 39.90		
Recording Fees: Mortgage 7 pgs	\$ 61.00		JE
Recording Fees: NOC 1 pg.	\$ 10.00		JE
Recording Fees: NOT 2 pgs.	\$ 18.50		JE
Inspection fee to BI	\$ 500.00		JE
Total Costs	\$ 1,357.40		
Total To Date:	\$ 11,357.40		

		NOTE:
Contractor	Mike Motes Builders, Inc.	626-3471
Final Inspection		



# Department of Public Services

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



**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Erin Malbeck, Housing Program Coordinator  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** State Housing Initiative Partnership (SHIP)  
Annual Report as of 6/30/2015  
Certifications  
**DATE:** August 24, 2015

### **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.

### **BACKGROUND:**

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

2012/2013	Close-out	\$131,287.00	14 Families Assisted
2013/2014	Interim	\$493,872.82	29 Families Assisted
2014/2015	Interim	\$168,251.99	24 Families Assisted
2014/2015	Interim	\$644,801.74	Funds Unencumbered

### Annual State Distribution:

2012/2013	\$62,209
2013/2014	\$350,000
2014/2015	\$789,288

**Animal Services**  
Dale Hamilton  
Director

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

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

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

**Emergency Management**  
Brad Baker  
Director

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

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

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

**Veterans Services**  
Karen Haworth  
Director

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

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

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

Report Status: Unsubmitted

Form 1



**Title: SHIP Annual Report**  
Santa Rosa County FY 2013/2014

Report Status: Unsubmitted

Form 1



**Title: SHIP Annual Report**  
Santa Rosa County FY 2014/2015

Report Status: Unsubmitted

Form 1



**AGENDA**  
**PUBLIC WORKS COMMITTEE**  
**September 8, 2015**

**Chairman: Com. Cole**

**Vice-Chairman: Com. R. Williamson**

**No Items.**

# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Williamson  
Vice Chairman: Commissioner Cole

September 8, 2015

## **Bid Actions:**

- 1) Discussion of bids received for Housing Rehabilitation Project located at 4536 Brian Street. Low bidder meeting specifications is Joe Baker Construction, Inc. with a bid of \$21,180.

## **Budget:**

- 2) **Budget Amendment 2015 – 193** in the amount of \$ 6,474 for additional outdoor exercise equipment and bench to be installed at Swenson Park from District V Recreation Funds.
- 3) **Budget Amendment 2015 – 194** in the amount of \$ 27,030 for LED lighting of the Industrial Park parking lot from Electric Franchise Fee Economic Development Reserves as approved at the August 27, 2015 meeting.
- 4) **Budget Amendment 2015 – 195** in the amount of \$ 56,000 to fund the increased utility costs at the SRC Jail due to housing of Escambia County inmates.
- 5) **Budget Amendment 2015 – 196** in the amount of \$ 2,150 to install a water system to the East Milton Horse Arena from District II Recreation Funds.
- 6) **Budget Amendment 2015 – 197** in the amount of \$ 1,450 to carry forward funds in the Santa Rosa Shores Canal Fund to pay the Wetland Sciences invoice for a submerged aquatic vegetation survey.
- 7) **Budget Amendment 2015 – 198** in the amount of \$ 15,000 to fund the Countywide Internet Wireless Project implemented ahead of schedule to close security vulnerabilities; the relocation of the Blackwater Soil Conservation Office to the new office in Jay; and expanded county network services to Tiger Point Community Center for stable video meeting streaming.
- 8) **Budget Amendment 2015 – 199** in the amount of \$ 115,000 to recognize FEMA HMGP grant revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Pace/Patterson Lane HMGP grant. The local match coming from the Electric Franchise Fee Drainage Reserves.
- 9) **Budget Amendment 2015 – 200** in the amount of \$ 132,500 to recognize FEMA HMGP grant revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Pace/Patterson Lane HMGP grant. The local match coming from the Electric Franchise Fee Drainage Reserves.

**County Expenditure/Check Register:**

10) Discussion of County Expenditures / Check Register

## PROCUREMENT RECOMMENDATION

1. **PRODUCT/SERVICE:** HOUSING REHABILITATION PROJECT LOCATED AT 4536 BRIAN STREET, PACE, FL

2. **RESPONSIBLE OFFICE:** HOUSING DEPARTMENT

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

Major repairs to dwelling.

4. **SCOPE OF WORK:**

Repairs to the dwelling includes but is not limited to the replacement of all windows; install new insulation throughout house; replace exterior wood wall of house and replace with pressure treated material and install hardy board siding.

5. **BIDDERS AND PRICES:**

A. Joe Baker Construction, Inc.	\$21,180.00
B. Design Home Builders, Inc.	\$21,380.00
C. Mike Motes Builders, Inc.	\$21,395.00
D. Kyser Construction, Inc.	\$26,600.00

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: August 26, 2015

FROM: **District 5 Capital Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 315:</b>	<b>2325 – 599001</b>	<b>Dist. 5 – Recreation Reserves</b>	<b>(\$ 6,474)</b>
	<b>2325 – 59100001</b>	<b>To General Fund</b>	<b>\$ 6,474</b>
<b>Fund 101:</b>	<b>001 – 3810004</b>	<b>From Dist. 5 Capital Fund</b>	<b>\$ 6,474</b>
	<b>2600 – 546001</b>	<b>Repairs &amp; Maintenance</b>	<b>\$ 2,525</b>
	<b>2600 – 564001</b>	<b>Machinery &amp; Equipment</b>	<b>\$ 3,949</b>

**State reason for this request:**

For elliptical exercise equipment and the replacement of a bench at Swenson Park from Dist. 5 Recreation Reserves.

**Requested by Tammy Simmons/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-193**

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

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

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

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of September, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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



A PLAYCORE Company

c/o J.A. Dawson & Company  
P.O. Box 1178  
Pelham, AL 35124  
Phone: 800-221-8869  
Fax: 205-663-5012

QUOTE  
#60334

08/11/2015

### Elliptical & Bench

Santa Rosa County Parks and Recreation  
Attn: Tammy Simmons  
6075 Old Bagdad Highway  
Milton, FL 32570  
Phone: 850-983-1858  
Fax: 850-983-1861  
tammys@santarosa.fl.gov

Ship To Zip: 32570

Quantity	Part #	Description	Unit Price	Amount
1	13255I	Game Time - Elliptical (InGround Mount)	\$3,949.00	\$3,949.00
1	1820	Game Time - Timbers Straight Leg Park Bench	\$507.00	\$507.00
1	INSTALL	Game Time - Installation of Elliptical and Bench	\$1,750.00	\$1,750.00
			SubTotal:	\$6,206.00
			Freight:	\$267.11
			<b>Total Amount:</b>	<b>\$6,473.11</b>

UNLESS SPECIFICALLY INCLUDED, THIS QUOTATION EXCLUDES ALL EQUIPMENT ASSEMBLY AND INSTALLATION; SAFETY SURFACING; BORDERS AND DRAINAGE PROVISIONS, ALL SITE WORK AND LANDSCAPING; REMOVAL OF EXISTING EQUIPMENT; ACCEPTANCE OF EQUIPMENT AND OFF-LOADING AND STORAGE OF GOODS PRIOR TO INSTALLATION. SIGNED ACCEPTANCE OF THIS QUOTE ASSUMES ACCEPTANCE OF TERMS AND CONDITIONS ON ATTACHED PAGE. TERMS: NET 30 DAYS

## Jayne Bell

---

**From:** Tammy Simmons  
**Sent:** Wednesday, August 26, 2015 11:00 AM  
**To:** Jayne Bell  
**Cc:** Henry Brewton  
**Subject:** FW: Outdoor fitness equipment  
**Attachments:** Quote\_15225\_19332.pdf

Could I get a BA for the attached in the amount of \$6,474 from District 5 recreation funds, this is new equipment to be installed at Swenson Park.

---

**From:** Tammy Simmons  
**Sent:** Tuesday, August 11, 2015 10:28 AM  
**To:** Commissioner Lynchard  
**Subject:** FW: Outdoor fitness equipment

The attached quote is for the additional exercise equipment Mrs. Cunningham requested and a bench to replace the bench located in the tot-lot (see attached picture). Do you approve this for the next meeting (8/27/15). This will replace the salt-water damaged equipment and add one additional piece of exercise equipment.

---

**From:** Melissa Isbell [<mailto:misbell@jadawsonco.com>]  
**Sent:** Tuesday, August 11, 2015 9:49 AM  
**To:** Tammy Simmons  
**Cc:** John Kilpatrick  
**Subject:** RE: Outdoor fitness equipment

See attached.

Thank you,  
Melissa Isbell, CPSI  
Designer  
play design. products. service.

**J.A. Dawson**  
& Company

[misbell@jadawsonco.com](mailto:misbell@jadawsonco.com)  
205.663.5058 - 1.800.221.8869  
J.A. Dawson & Co. [www.jadawsonco.com](http://www.jadawsonco.com)

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**From:** Tammy Simmons [<mailto:TammyS@santarosa.fl.gov>]  
**Sent:** Tuesday, August 11, 2015 9:42 AM  
**To:** Melissa Isbell  
**Subject:** RE: Outdoor fitness equipment

Just one with the recycled plastic planks.

**Elliptical & Bench**

**QUOTE  
#60334**

08/11/2015

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

P.O. No: \_\_\_\_\_ Purchase Amount: **\$6,473.11**

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

Phone: \_\_\_\_\_ Facsimilie: \_\_\_\_\_

**Order Information:**

Bill To: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Ship To: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

FIN# (FEDERAL IDENTIFICATION NUMBER) \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_ (PLEASE PROVIDE A COPY OF CERTIFICATE)

# Elliptical & Bench

QUOTE  
#60334

08/11/2015

TERMS AND CONDITIONS OF SALE Required for Complete Order: Purchase Order or signed quote, 50% down and 50% net 30 after delivery or installation with credit approval or 100% payment with order, complete billing & shipping address w/ contact names and phone numbers, and color selections. Contractors provide fully executed bid/performance/payments bonds as applicable. Pricing: f.o.b. factory, firm for 30 days from date of quotation. Acceptance of this Transaction: constitutes entire agreement between buyer and seller. Failure to pay when agreed is basis for legal action to be taken. Buyer agrees to pay all legal costs for collection and reasonable attorney fees, and hereby waives rights of exemption as to personal property under the laws of the state of Alabama or any other state. In connection with this transaction, a finance charge will be imposed on the past due balance at an annual percentage rate of 18%, or 1-1/2% per month. Delivery Schedule: Upon written notification of order (with or without installation services) delivery will be made in appx. 45-60 days. Customer has 10 days after ordering to make request to delay ship date if site will not be ready. All efforts will be made to accommodate requests, but no change is guaranteed. Freight carrier is instructed to call 24 hours in advance to arrange delivery. Returned Goods: Returned goods are subject for a restocking fee of 30% in addition to both the outbound and inbound freight charges. Goods must be packaged to protect against damage in transit in accordance with best commercial practices. Labor and material costs to make returned goods merchantable will be deducted from any credit. Returned goods will not be accepted without an authorization number (RGA) assigned by J.A. Dawson & Co., Inc. To be eligible for credit, returned good must be received at manufacturer within 45 days of issuance of a returned goods authorization number. Unloading: Unless unloading service is contracted, unloading of delivery truck is responsibility of customer. Forklift may be required. If unloading, customer is responsible for accepting and noting any damages or shortages on the freight bill and inspecting/inventorying equipment upon receipt. Customer must notify our office immediately of any discrepancies. Freight carrier is instructed to call your designated contact 24 hours in advance to arrange delivery. If job site is not prepared and ready for installation when equipment delivers, any pre-existing unloading agreement is voided and customer is responsible for truck unloading and equipment storage. Additionally Insured: Any entity or person named as additionally insured, add \$150.00 per each occurrence. TERMS AND CONDITIONS IF CONTRACTING INSTALLATION SERVICES Utilities: Customer is responsible for the location and marking of all underground utilities and sprinklers prior to installation. J.A. Dawson & Co., Inc. is not responsible for damages or repairs to any form of underground utility or sprinklers. Equipment Layout: To be as illustrated & accepted on submitted drawings. Any requested changes may result in additional charges. Site Conditions: Installation quotations are based on a prepared level surface (slope not to exceed 1/2" over 25'), and open truck access to the area. We require a 10' wide path into the site and unloaded equipment to be within 100'. Please notify estimator of site concerns to ensure proper quotation. If installation crew arrives and installation cannot be performed due to unprepared surface or inadequate access, an additional \$1,500.00 will be charged for return trip. Pier spoils from installation shall be spread at site. Site will be left rough grade. Upcharge of \$65.00 per hour per man plus necessary equipment rental will be added for installation in rock, concrete or existing asphalt. Removal of existing equipment, trees, etc. by others unless specifically contracted. Machinery Use: Installation requires the use of heavy machinery. All efforts are made to minimize damage to the site. It is recommended that all final landscaping, fencing, sidewalks, etc. be completed after installation of equipment and/or surfacing. J.A. Dawson & Co., Inc. is not responsible for damage to grass or other site features due to normal, necessary equipment use. Please notify estimator to discuss concerns prior to accepting quotation in case revisions are needed. Waste Disposal: Dumpster or approved dumping area must be provided for packaging and other waste during installation. J.A. Dawson & Co., Inc. is not responsible for removing waste from the property unless specifically contracted. Security: J.A. Dawson & Co., Inc. is pleased to supply & install your equipment in a timely, professional manner. Upon completion, the equipment is secured with tape to discourage play and allow concrete to dry for 72 hours. Premature play will cause equipment to become loose in the concrete footings. Customer is responsible for prohibiting access to equipment during this critical drying time. J.A. Dawson & Co., Inc. is not responsible for equipment that becomes loose in the concrete due to premature access or events beyond our control. If purchasing rubber safety surfacing, the 72 hour waiting period also applies. Premature access will leave imprints in rubber surfacing. Customer is responsible for security.

\_\_\_\_\_  
J.A. DAWSON & CO., INC.

\_\_\_\_\_  
DATE

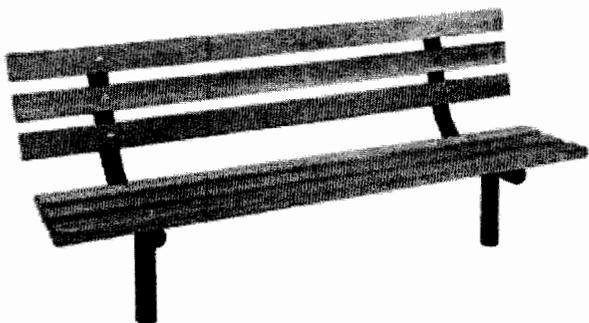
\_\_\_\_\_  
CUSTOMER

\_\_\_\_\_  
DATE

---

**From:** Melissa Isbell [<mailto:misbell@jadawsonco.com>]  
**Sent:** Tuesday, August 11, 2015 9:40 AM  
**To:** Tammy Simmons  
**Subject:** RE: Outdoor fitness equipment

You can get either recycled plastic or pressure treated planks with a galvanized frame. How many do you need?



Thank you,  
Melissa Isbell, CPSI  
Designer  
play. design. products. service.

**J.A. Dawson**  
& Company

[misbell@jadawsonco.com](mailto:misbell@jadawsonco.com)  
205.663.5058 - 1.800.221.8869  
J.A. Dawson & Co. [www.jadawsonco.com](http://www.jadawsonco.com)

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**From:** Tammy Simmons [<mailto:TammyS@santarosa.fl.gov>]  
**Sent:** Tuesday, August 11, 2015 8:33 AM  
**To:** Melissa Isbell  
**Subject:** FW: Outdoor fitness equipment

One more try at this, do you sell benches that hold up to salt air. Attached is a picture of one I need replaced. What can you recommend, once we figure it out, can we add to attached order?

---

**From:** Melissa Isbell [<mailto:misbell@jadawsonco.com>]  
**Sent:** Thursday, July 23, 2015 4:13 PM  
**To:** Tammy Simmons  
**Subject:** RE: Outdoor fitness equipment

Tammy,

Attached is your revised quote.

Thank you,  
Melissa Isbell, CPSI  
Designer  
play. design. products. service.

**J.A. Dawson**  
& Company

[misbell@jadawsonco.com](mailto:misbell@jadawsonco.com)

205.663.5058 - 1.800.221.8869

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**From:** Tammy Simmons [<mailto:TammyS@santarosa.fl.gov>]  
**Sent:** Thursday, July 23, 2015 2:11 PM  
**To:** Melissa Isbell  
**Cc:** John Kilpatrick; Stephen Furman; Bethany Parker  
**Subject:** RE: Outdoor fitness equipment

Melissa can you change this to the elliptical only, we have measured and the frog will not fit in the tot lot.

---

**From:** Melissa Isbell [<mailto:misbell@jadawsonco.com>]  
**Sent:** Tuesday, June 16, 2015 8:43 AM  
**To:** Tammy Simmons  
**Cc:** John Kilpatrick  
**Subject:** RE: Outdoor fitness equipment

Tammy,

Attached is your quote for the elliptical and frog spring rider. Please let us know if you have any questions or need anything else.

Thank you,

Melissa Isbell, CPSI  
Designer  
play. design. products. service.

**J.A. Dawson**  
& Company

[misbell@jadawsonco.com](mailto:misbell@jadawsonco.com)

205.663.5058 - 1.800.221.8869

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**From:** Tammy Simmons [<mailto:TammyS@santarosa.fl.gov>]  
**Sent:** Thursday, June 11, 2015 4:34 PM  
**To:** Melissa Isbell  
**Cc:** John Kilpatrick  
**Subject:** RE: Outdoor fitness equipment

Can I get a quote on the Elliptical and Saddle-Mates Frog #359, shipped and installed.

---

**From:** Melissa Isbell [<mailto:misbell@jadawsonco.com>]  
**Sent:** Friday, May 29, 2015 2:42 PM  
**To:** Tammy Simmons  
**Cc:** John Kilpatrick  
**Subject:** RE: Outdoor fitness equipment

Tammy,

We have a few new items for senior fitness. See attached photos.

Recumbent Cycle -

Provides a cardiovascular endurance workout. Featuring the exclusive Comfort Seat, side bar for added support, and magnetic resistance rotation technology, users can comfortably pedal at their own speed.

Coordination Station –

The Coordination Station develops Fine Motor Skills, Coordination, Flexibility and Balance. Offering multiple challenges including the Finger Walk and also the unique Ring Trace. Users will grasp a colored ring and slide it from one side of the bar to the other trying not to allow the ring to touch the inside bar. The Ring Trace is offered at three different heights: seated on the Comfort Seat, standing, or from a wheelchair.

Step Trainer –

Users can test their balance by carefully walking up and down these steps, using one, both or no handrails for assistance. The Assisted Step Trainer helps build Balance and Core Strength.

Shoulder Rotator –

This exercise employs the full flexibility around the shoulder and the many muscles that raise and lower the arms and provide shoulder stability. Work the apparatus in various directions and stances.

Do you want me to send you a quote on any of these?

Thank you,  
Melissa Isbell, CPSI  
Designer  
play. design. products. service.

**J.A. Dawson**  
& Company

[misbell@jadawsonco.com](mailto:misbell@jadawsonco.com)  
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J.A. Dawson & Co. [www.jadawsonco.com](http://www.jadawsonco.com)

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---

**From:** Tammy Simmons [<mailto:TammyS@santarosa.fl.gov>]  
**Sent:** Thursday, May 28, 2015 11:55 AM  
**To:** John Kilpatrick; Melissa Isbell  
**Subject:** Outdoor fitness equipment

Could you recommend something similar to the exercises that an elliptical would provide for seniors. I would like to see a combo unit that several 2-3 individuals could utilize at one time; however a single unit could work. The goal is to provide hip/knee strengthening as well as shoulder strengthening. I have attached a photo of a station we currently have within the Swenson Park (Photo 363), this will be located in a different area of the park adjacent to the walking path. Photo 304 is the area where we would place this piece of equipment, we removed the horizontal swinging bars unit due to salt air damage. We also have the Playworld WorldTrail at this park.

Tammy C. Simmons  
Santa Rosa County Board of County Commissioners  
Administrative Services Manager  
6075 Old Bagdad Highway  
Milton, FL 32583  
850-983-1858 Phone  
850-623-1331 Fax

---

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

---

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

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: August 27, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

Line Item Number    Description  
Amount

<b>Fund 106:</b>	<b>9106 – 5990015</b>	<b>EFF Economic Development Reserves</b>	<b>(\$ 27,030)</b>
	<b>9106 – 59100101</b>	<b>To Road &amp; Bridge Fund</b>	<b>\$ 27,030</b>
<b>Fund 101:</b>	<b>101 – 3810001</b>	<b>From EFF Economic Development Reserves</b>	<b>\$ 27,030</b>
	<b>2106 – 534001</b>	<b>Other Contractual Services</b>	<b>\$ 27,030</b>

**State reason for this request:**

To fund Change Order No. 1 to contract with Panhandle Paving & Grading, Inc. for LED lighting of the Industrial Park parking lot as approved at the August 27, 2015 meeting.

**Requested by Roger Blaylock/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-194**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of September, 2015.*

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: July 7, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	9001 – 599001	Reserve for Contingencies	(\$ 56,000)
To:	2300 – 5433001	Utilities – Sheriff & Jail	\$ 56,000

**State reason for this request:**

To fund the increased utility cost at the SRC Jail due to housing of Escambia County inmates.

**Requested by: Thad Allen /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-195**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of August, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: August 28, 2015

FROM: **District 2 Capital Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 315:</b>	<b>2322 – 599001</b>	<b>Dist. 2 – Recreation Reserves</b>	<b>(\$ 2,150)</b>
	<b>2322 – 59100001</b>	<b>To General Fund</b>	<b>\$ 2,150</b>
<b>Fund 101:</b>	<b>001 – 3810024</b>	<b>From Dist. 2 Capital Fund</b>	<b>\$ 2,150</b>
	<b>2600 – 546001</b>	<b>Repairs &amp; Maintenance</b>	<b>\$ 2,150</b>

**State reason for this request:**

To install a water system for the East Milton Horse Arena from Dist. 5 Recreation Reserves.

**Requested by Tammy Simmons/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-196**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of September, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

## BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: September 1, 2015

FROM: **Santa Rosa Shores Canal Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 121:</b>	<b>8200 – 3990001</b>	<b>Cash Carried Forward</b>	<b>\$ 1,450</b>
	<b>8200 – 534001</b>	<b>Other Contractual Services</b>	<b>\$ 1,450</b>

**State reason for this request:**

To pay Wetland Sciences invoice for submerged aquatic vegetation survey.

**Requested by Henry Brewton/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-197**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day of September, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

Wetland Sciences, Inc.  
 1829 Bainbridge Avenue  
 Pensacola, Florida 32507



# Invoice

DATE	INVOICE #
2/3/2015	2015-053

<b>BILL TO</b>
Jeff Pate SRS Canal Maintenance Assoc. 1148 Park Lane Gulf Breeze, Florida 32563

P.O. NO.	TERMS	CONTACT
2012-125	Due on receipt	CDM

DESCRIPTION	RATE	SERVICED	QTY	AMOUNT
Submerged Aquatic Vegetation Survey with CSA Vessel Eight Hours	75.00	10/2/2014	16	1,200.00
	250.00	10/2/2014	1	250.00

8200-534001  
 HR  
 8/31/15

**RECEIVED**  
 AUG 24 2015  
 BY: \_\_\_\_\_

Please remit to: 1829 Bainbridge Ave. Pensacola Florida 32507	<b>Total</b>	\$1,450.00
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SANTA ROSA SHORES HOMEOWNERS, INC.

P.O. Box 6003  
Gulf Breeze, FL 32563

August 19, 2015

Ms. Jayne Bell  
SRC Office of Management and Budget  
6495 Carolyn St. Suite L  
Milton, FL 32570

RE: Invoices for consulting services, related to FDEP permit application

Dear Ms. Bell:

By the request and approval of the Santa Rosa Shores Homeowner's Association (SRSH, Inc.) Canal Committee, would you please create a check in the amount of \$1,450.00, to be made out to Wetland Sciences, Inc. Please pay this fee from our MSBU account.

If you would, please mail the check to their address on their attached invoice.

Thank you in advance, for your help in this matter.

Kindest regards,



Jeff Pate  
SRSHOA Canal Committee Chairman  
1119 Sunset Lane  
Gulf Breeze, FL 32563  
(205) 527-1227

## Henry Brewton

---

**From:** Jeff Pate <jeffpate@bellsouth.net>  
**Sent:** Monday, August 31, 2015 3:38 PM  
**To:** Henry Brewton  
**Cc:** 'Martin, Craig'  
**Subject:** RE: Santa Rosa Shores - Invoice for services rendered

Hello Henry,

I guess they just didn't get around to sending it to me until February which was only four months. The rest of the blame is on me, since this is a volunteer job for me and I am extremely busy with my real job, I let it slip through the cracks until they reminded me that they had never received payment. At any rate, they did the work per their contract with us, and we need to get them paid as soon as possible. Especially since we are depending on them to submit the final answers to the FDEP's final Request for Additional Information (RAI). Please try and get a check to them at your earliest convenience.

Thanks,  
Jeff

---

**From:** Henry Brewton [<mailto:HenryB@santarosa.fl.gov>]  
**Sent:** Monday, August 31, 2015 3:25 PM  
**To:** 'Jeff Pate' <jeffpate@bellsouth.net>  
**Subject:** RE: Santa Rosa Shores - Invoice for services rendered

Jeff,

Finance has a question. Why the delay in invoicing? These services were rendered almost one year ago.

Henry

---

**From:** Jeff Pate [<mailto:jeffpate@bellsouth.net>]  
**Sent:** Wednesday, August 19, 2015 11:22 AM  
**To:** Henry Brewton  
**Subject:** Santa Rosa Shores - Invoice for services rendered

Hello Henry,

Please pay the attached invoice from Wetland Sciences, Inc. out of our MSBU funds.

I have also attached a letter requesting this payment.

If you have any questions, please let me know.

Thanks,

Jeff Pate  
Santa Rosa Shores Home Owners, Inc.  
Canal Committee Chairman  
(205) 527-1227

## Henry Brewton

---

**From:** Jeff Pate <jeffpate@bellsouth.net>  
**Sent:** Wednesday, August 19, 2015 11:22 AM  
**To:** Henry Brewton  
**Subject:** Santa Rosa Shores - Invoice for services rendered  
**Attachments:** Invoice#2015-053.pdf; MSBU-Payment\_Request-Consulting\_Services1-08\_19\_2015.pdf

Hello Henry,

Please pay the attached invoice from Wetland Sciences, Inc. out of our MSBU funds.

I have also attached a letter requesting this payment.

If you have any questions, please let me know.

Thanks,

Jeff Pate  
Santa Rosa Shores Home Owners, Inc.  
Canal Committee Chairman  
(205) 527-1227

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: September 1, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	9001 – 599001	Reserve for Contingencies	(\$ 15,000)
To:	0100 – 541001	Communications	\$ 15,000

**State reason for this request:**

To fund the Countywide Public Internet Wireless Project implemented ahead of schedule to close security vulnerabilities and the relocation of the Blackwater Soil Conservation Office to new office in Jay, requiring wiring work and expanded direct county network services to Tiger Point Community Center for stable video meeting streaming.

**Requested by: Aleta Floyd /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2015-198

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of August, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

## Jayne Bell

---

**From:** Aleta Floyd  
**Sent:** Tuesday, September 01, 2015 3:46 PM  
**To:** Jayne Bell  
**Subject:** comm line

I did have plans to mention the need for a budget amendment! I just thought I had another week or two 😊

Overage due to unbudgeted Countywide Public Internet Wireless Project implemented ahead of schedule to close security vulnerabilities and  
Relocation of Blackwater Soil Conservation Office to new office in Jay, requiring wiring work and expanded direct county network services to  
Tiger Point Community Center in order to provide stable video meeting streaming.

Thank you,  
Aleta

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## BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: September 2, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>FUND 101:</b> 101 – 33150023	FEMA HMGP Revenue – Pace/Patterson	\$ 86,250
101 – 3810001	EFF Drainage Reserves	\$ 28,750
2106 – 53400036	Contractual Services – Pace/Patterson	\$115,000
<b>FUND 106:</b> 9106 – 5990016	Reserves – Road & Drainage	(\$ 28,750)
9106 – 59100101	To Road & Bridge Fund	\$ 28,750

**State reason for this request:**

Recognizes FEMA HMGP Grant Revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Pace/Patterson Ln HMGP grant. The grant funds 75% of anticipated engineering, permitting and survey fees (\$115,000) with local match coming from Electric Franchise Fee Drainage Reserves.

**Requested by Sheila Fitzgerald/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-199**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of September, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

**Jayne Bell**

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**From:** Sheila Fitzgerald  
**Sent:** Tuesday, September 01, 2015 3:53 PM  
**To:** Jayne Bell  
**Cc:** Henry Brewton  
**Subject:** Budget Amendment Request - Pace/Patterson Lane HMGP Stormwater Drainage Project

Jayne,

Please process a budget amendment as follows:

Fund 101:	101-33150023	FEMA HMGP Revenue – Pace/Patterson	\$ 86,250
	101-3810001	From EFF Drainage Reserves	\$ 28,750
	2106-53400036	Contractual Services – Pace/Patterson	\$ 115,000
Fund 106	9106-5990016	EFF Drainage Reserves	(\$ 28,750)
	9106-59100101	To Road & Bridge Fund	\$ 28,750

Recognizes FEMA HMGP Grant Revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Pace/Patterson Ln HMGP grant. Grant funds 75% of anticipated engineering, permitting and survey fees (\$115,000) with the local match coming from Electric Franchise Fee Drainage Reserves.

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

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

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# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: September 2, 2015

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>FUND 101:</b>	<b>101 – 33150024</b>	<b>FEMA HMGP Revenue – Ranchettes</b>	<b>\$ 99,375</b>
	<b>101 – 3810001</b>	<b>EFF Drainage Reserves</b>	<b>\$ 33,125</b>
	<b>2106 – 53400037</b>	<b>Contractual Services – Ranchettes</b>	<b>\$132,500</b>
<b>FUND 106:</b>	<b>9106 – 5990016</b>	<b>Reserves – Road &amp; Drainage</b>	<b>(\$ 33,125)</b>
	<b>9106 – 59100101</b>	<b>To Road &amp; Bridge Fund</b>	<b>\$ 33,125</b>

**State reason for this request:**

Recognizes FEMA HMGP Grant Revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Ranchettes Subd HMGP grant. The grant funds 75% of anticipated engineering, permitting and survey fees (\$132,500) with local match coming from Electric Franchise Fee Drainage Reserves.

**Requested by Sheila Fitzgerald/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-200**

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

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

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

BUDGET COMMITTEE ACTION

DATE: September 8, 2015

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of September, 2015.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

## Jayne Bell

---

**From:** Sheila Fitzgerald  
**Sent:** Tuesday, September 01, 2015 3:53 PM  
**To:** Jayne Bell  
**Cc:** Henry Brewton  
**Subject:** Budget Amendment Request - Ranchettes HMGP Stormwater/Drainage Project

Jayne,

Please process a budget amendment as follows:

Fund 101:	101-33150024	FEMA HMGP Revenue – Ranchettes	\$ 99,375
	101-3810001	From EFF Drainage Reserves	\$ 33,125
	2106-53400037	Contractual Services – Ranchettes	\$ 132,500
Fund 106	9106-5990016	EFF Drainage Reserves	(\$ 33,125)
	9106-59100101	To Road & Bridge Fund	\$ 33,125

Recognizes FEMA HMGP Grant Revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Ranchettes Subd HMGP grant. Grant funds 75% of anticipated engineering, permitting and survey fees (\$132,500) with the local match coming from Electric Franchise Fee Drainage Reserves.

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

Sheila A. Fitzgerald, Special Projects/Grants  
Santa Rosa County BOCC  
6495 Caroline Street, Suite H  
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No support documentation for this agenda item.